EN

MEPs' Portal

FAQ

Frequently Asked Questions

on Members' financial and social entitlements



March 2021

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The European Parliament administration has put together a list of the most frequently asked questions relating to Members' financial and social entitlements, with a view to demystifying a rather complex topic.

This new document reflects the joint commitment by the Directorate-General for Finance and the Directorate-General for Personnel to best serve Members of the European Parliament.

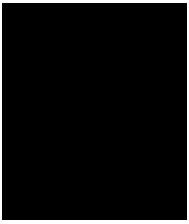
The FAQs are not intended to replace either the Statute for Members or its Implementing Measures, which are currently in force, but rather to render them more accessible.

Their purpose is to present provisions which may at first seem obscure in a clear and instructive manner. Their content may evolve in the light of regulatory changes and, where appropriate, in line with your suggestions for improvement.

Members have a wide variety of services at their disposal, primarily via the Members' Portal and the e-Portal, but also via the Desk for Accredited Parliamentary Assistants (APA Desk), the Trainee Outreach and Recruitment Unit and Parliament's back-office services, who together provide Members with insightful answers to any questions they may have.

In conclusion, the Directorate-General for Finance and the Directorate-General for Personnel are determined to provide each and every Member with the best possible conditions in which to fulfil their mandate.

I am therefore delighted to present the new FAQs on Members' Social and Financial Entitlements, which I hope you will find both useful and instructive.



Didier Klethi
Director-General for Finance

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I - MEPs' Portal

Members' financial and social entitlements: an overview

1. What are Members' financial and social entitlements?

- Salary, medical expenses, insurance cover, transitional allowance and pension rights;
- Allowance for employing accredited and local assistants, service providers and trainees;
- General expenditure allowance;
- Travel and subsistence expenses;
- Expenses linked to language and computer courses.

MEPs' Portal opening hours

2. Where can Members get comprehensive information about their financial and social rights, and submit application forms and reimbursement claims?

The MEPs' Portal handles requests related to Members' financial and social entitlements, which are outlined in the Statute for Members of the European Parliament and its Implementing Measures (IMMS).

Your Front Desk in Brussels
SPINELLI 03H352

OPENING HOURS:

Monday	13:00-17:30
Tuesday to Thursday	8:30-17:30
Short Friday	8:30-13:00
Long Friday	*8:30-17:30*

OPENING HOURS DURING STRASBOURG AND 'WHITE' WEEKS:

Monday	14:00-16:00
Tuesday to Thursday	10:00-12:00 and 14:00-16:00
Friday	10:00-12:00

Your Front Desk in Strasbourg
WEISS T02050

OPENING HOURS

Monday	15:00-18:00
Tuesday to Thursday	8:30-18:00

	Queries can also be submitted via **e-mail** at [redacted]@ep.europa.eu by phone, **inside the EP** on [redacted] by phone, **outside the EP**: on +32 228[redacted] worldwide on +33 3881 [redacted] from France
Personalised information sessions	**3. Are you a newly elected or outgoing Member?** The MEPs' Portal welcomes new Members on their arrival and offers guidance on their departure, providing them with a comprehensive overview of their financial and social rights and informing them about the various financial and administrative formalities to be completed. In addition, a specific information session is dedicated to the management of the parliamentary assistance budget.
MEPs' Portal financial calendar	**4. Where can I check the opening times of the central attendance register and the deadlines for the submission of reimbursement claims?** The MEPs' Portal financial calendar provides a comprehensive overview of the opening times of the central attendance register, as well as the submission deadlines related to parliamentary assistance expenses (local assistants and trainees), Members' travel and subsistence expenses, and Members' language and computer course expenses.
e-Portal	Since the beginning of 2015, the e-Portal, the electronic version of the MEPs' Portal, has provided Members with a single, secure online access point through which they can obtain information and perform administrative tasks related to their financial and social rights. The e-Portal application enables Members to: - consult the status of their budgets at any moment in time; - submit travel reimbursement requests electronically and follow their progress; - submit a request for the transitional allowance and consult the payment status of allowances and salaries; - follow the state of play of their general expenditure; - submit requests related to the contracts of accredited parliamentary assistants (APAs).

	Using the e-Portal has many advantages, for example: requests submitted via the system are given priority by the relevant services; the system's automatic checks reduce the margin of error when submitting requests. Members also have 24-hour access, including remote access while out of the office, which means that they can consult the e-Portal and submit requests at any time. The e-Portal team can make appointments with Members upon request in order to define their personal access settings and, where necessary, establish access rights for their APAs, but only where the Members in question have granted their APAs power of attorney in order to guarantee the protection of their personal financial data. To request access to the e-Portal, please contact the MEPs' Portal.
Power of attorney	**5. Who can access confidential data on behalf of Members?** APAs who have been granted power of attorney by their Member may access confidential data, in line with the specific rights granted by the Member, both via the e-Portal and at the MEPs' Portal.

II - Members' salaries and social entitlements

1. General

	1. Where can I find additional information on Members' salaries and social entitlements? The MEPs' Portal is responsible for providing all Members with the explanations they need to understand their financial and social entitlements. For more detailed information on personal medical files or ongoing insurance claims, every Member has a dedicated file manager in the Members' Salaries and Social Entitlements Unit. The name of his or her file manager can be found on Parliament's intranet or be provided by the MEPs' Portal.
Bank transfers	**2. How are allowances and reimbursements paid to Members and others entitled to such payments?** Payments are made by bank transfer to an account designated by the Member (or another beneficiary in the case of pensions, etc.).
Opening an account	**3. Where must the bank account be held?** The bank account must be held in the Member's name in a Member State of the European Union.
Notification of bank accounts	**4. How should I notify the administration of my designated bank account?** Bank account details should be submitted via the e-Portal or the MEPs' Portal. The financial identification form for this purpose is available on Parliament's intranet site.

Supporting documents	**5. What supporting documents must be provided for the registration of bank details?** Only the financial identification form is required. Please note, however, that the form must bear the stamp of the bank at which the account is held. If, for practical reasons, it is not possible to obtain this stamp, an alternative supporting document may be attached to the financial identification form. This document must have been issued by the bank and specify the beneficiary's name and account details (IBAN and SWIFT/BIC). Examples of such a document include: a statement of banking identity; the header of a bank statement indicating the name of the account holder, their SWIFT/BIC code and their IBAN number.
Payment currency	**6. In what currency are payments made if Members live in a country outside the euro area?** In this case, payments may be made either in euros or in the official currency of the Member's country of election or residence. In countries within the euro area, payments are made solely in euros.
Exchange rate	**7. What exchange rate is applied by Parliament to its Members' entitlements?** Parliament applies the official exchange rate used by the institutions of the European Union in accordance with the Financial Regulation. Euro exchange rates and the applicable monthly accounting rate may be consulted on the Commission's website.
Bank charges	**8. Who is liable for bank charges – Members or Parliament?** Liability for bank charges is shared between the two parties (transfer based on shared charges).
VAT	**9. Do Members benefit from tax exemptions, particularly with regard to VAT?**

	No, such exemptions do not apply to Members of the European Parliament.
Tax for the benefit of the Communities	**10. The Statute for Members refers to 'tax for the benefit of the Communities'. What is that?** Under Article 12 of the Statute for Members of the European Parliament, Members' salaries and the transitional allowance and pensions paid to former Members are subject to taxation at source for the benefit of the European Union.
National taxation	**11. Can the salaries, transitional allowance and pensions referred to above be subject to national taxation?** Yes. Member States have the power to make these salaries, transitional allowance and pensions subject to the provisions of national fiscal legislation on the condition that double taxation is avoided.
Tax certificates	**12. How can I obtain a tax certificate showing the payments received from Parliament?** The tax certificates showing the payments made in the previous year are uploaded onto the e-Portal in February each year.
Receipt of a tax return issued by the Belgian tax administration	**13. What should Members do if they receive a tax declaration form from the Belgian tax administration with instructions to complete it, despite not having transferred their main residence to Belgium?** The Quaestors issue an annual communication containing precise instructions to be followed in such cases. Please see the Quaestors' intranet page.
2. Remuneration	
Parliamentary salary – amount and entitlement	**14. Who is entitled to a parliamentary salary?** Members of the European Parliament are entitled to a parliamentary salary from the date on which they take up their duties until the last day of the month in which those duties end.

15. Does the amount of a Member's salary depend on his or her meeting attendance?
No. The salary is paid in full regardless of the Member's presence at Parliament.

16. How much is the parliamentary salary?
The parliamentary salary amounts to 38.5 % of the basic salary of a judge at the Court of Justice of the European Union.

The gross salary is EUR 8 995,39 (2021); after the deduction of EU taxes and insurance contributions, the amount is EUR 7 012,81.

17. Is the parliamentary salary index-linked?
Yes. At the end of each year the salary is retroactively index linked, with effect from 1 July of that year.

18. When is the parliamentary salary paid?
The salary for the current month is paid on the 15th day of the month. It is paid 12 times a year, at monthly intervals.

19. What happens if Members receive parliamentary salaries from another parliament?
The European parliamentary salary is offset against any salaries received from another parliament, before the deduction of taxes.

20. Are Members required to declare any parliamentary salary they draw from another parliament?
Yes. Members are required to declare any parliamentary salary they draw from a mandate exercised in another parliament by informing the Members' Salaries and Social Entitlements Unit at [redacted]@ep.europa.eu.

Members must also state any such income in their declaration of financial interests.

21. Are Members entitled to allowances such as family and education allowances?
No. Members are not entitled to any allowances of this kind.

Transitional allowance – amount and entitlement	**22. What is the transitional allowance?** The transitional allowance is an allowance that a Member can request at the end of his or her parliamentary mandate, provided that he or she has exercised a minimum of one full year of his or her mandate.
	23. What is the amount of the transitional allowance? The amount is the same as that of the parliamentary salary. However, where a mandate in another parliament or public office is taken up, the gross salary to which the former Member is entitled is offset against the transitional allowance.
	24. For how long is the transitional allowance payable? Former Members who have exercised their mandate for a minimum of one full year are entitled to one month of transitional allowance for each full year of exercise of their mandate, for a minimum of six and a maximum of 24 months.
	25. Can the entitlement to a transitional allowance be waived? If former Members do not request the transitional allowance within three months of the end of their mandate, they lose their entitlement to the allowance. Former Members receiving the transitional allowance may waive their entitlement at any time by notifying the Secretary-General in writing.
	26. Is there a time limit for applying for the transitional allowance? Yes. Former Members must apply for the transitional allowance no later than three months after the end of their mandate. When this period has elapsed, any application for the allowance will be deemed inadmissible. The application form for the transitional allowance is available on Parliament's intranet site and is to be submitted to the MEPs' Portal.
	27. When are Members entitled to the transitional allowance?

Members are entitled to the transitional allowance from the first day of the calendar month following the cessation of their duties, provided that they have exercised their mandate for at least one year.

28. In which functions will former Members' salaries be deducted from the transitional allowance?

Article 46 of the IMMS lists the following functions in which Members' salaries will be deducted from the transitional allowance:

- a mandate in a parliament established in a Member State which has legislative powers;
- a paid elected post involving the exercise of the prerogatives of public authority;
- membership of a national or regional government;
- a post as a senior official exercising public authority;
- a post as an official or member of an EU institution.

Members applying for or in receipt of the transitional allowance are obliged to inform Parliament's services of any salary stemming from the exercise of these functions.

Income from other sources is not deducted.

29. What is meant by 'paid elected posts involving the exercise of the prerogatives of public authority' under Article 46(4)(a) of the IMMS?

- '**elected posts**' are posts which are filled through direct suffrage in a national or regional parliament or in the European Parliament;
- **'paid posts'** are posts for which financial remuneration corresponding to the work performed is received. This remuneration comprises not only salaries *sensu stricto*, but all forms of financial revenue which qualifies as remuneration under national tax law. Symbolic amounts of compensation, travel reimbursements or daily mission allowances do not render a post 'paid';
- **'prerogatives of public authority'** are considered exercised where the post involves the direct or indirect participation in the exercise of public powers and functions whose purpose is to protect the interests of the State or other public authorities.

	Where all of the three criteria above are fulfilled simultaneously, the salary to which the post gives entitlement is offset against the transitional allowance.
	30. What is meant by 'a post as a senior official exercising public authority' under Article 46(4)(c) of the IMMS? - '**official**' means a person permanently appointed to or holding a contract of a least six months for a post in the public sector; - **'senior official'** means a person holding a post as an 'official' that entails some decision-making power, is characterised by the exercise of high-level responsibilities, and involves a certain level of influence within the institution and the capacity to represent it outside the institution; - **'exercising public authority'** means that the post involves direct or indirect participation in the exercise of public powers and/or exercising functions whose purpose is to protect the interests of the State or other public authorities. Where all of the three criteria above are fulfilled simultaneously, the salary to which the post gives entitlement is offset against the transitional allowance.
	31. What if a Member has simultaneous entitlements to the transitional allowance and to an old-age or invalidity pension? Where a former Member is simultaneously entitled to the transitional allowance and to an old-age or invalidity pension, the former Member will receive whichever of the two payments he or she opts to receive. His or her decision must be communicated no later than three months after the expiry of the mandate. This decision is irrevocable**.** Where the former Member opts to receive the transitional allowance, the pension entitlement is not lost, but pension payments are suspended for the duration of the period of payment of the transitional allowance.

Transitional allowance – PEAM Rules	**32. Have Members serving since before July 2009 lost their entitlement to monthly payments acquired under the old rules on the expenses and allowances of Members of the European Parliament (PEAM Rules)?** No. All periods of mandate are taken into account when establishing entitlement to the transitional allowance. However, where the allowance has already been paid – in its entirety or in part – owing to a previous interruption in the mandate, entitlement to the allowance is calculated on the basis of the duration of the latest uninterrupted mandate.

3. Pensions

Old-age pension	**33. What is the minimum age at which former Members are entitled to an old-age pension from the European Parliament?** Former Members who exercised at least one full year of mandate after 14 July 2009, and who did not opt for the national system under Article 25 of the Statute in 2009, are entitled to an old-age pension from the European Parliament from the age of 63. The pension will be paid for life from the first day of the month following that of the applicant's 63rd birthday.

34. What is the application procedure for payment of the pension?
The request can be made using the application form available on Parliament's intranet site, which is to be submitted to the MEPs' Portal.

If the request is received within six months of the commencement of the pension entitlement, the entitlement will take effect on the first day of the calendar month following that of the applicant's 63rd birthday.

After that deadline, the pension entitlement will take effect on the first day of the month in which the pension application is received.

Queries relating to these requests may be submitted by email to the following address: [redacted]@ep.europa.eu

35. Is the pension contributory?
No. The accrual of pension entitlements under the Statute is not dependent on the payment of any contributions by Members.

36. Is it possible to draw the pension while exercising a European Parliament mandate?
No, the pension is payable after the expiry of the Member's mandate.

37. What if a former Member is re-elected to the European Parliament at a time when he or she is entitled to the old-age pension?
In this case, the pension payment is suspended for the duration of the new mandate and will be resumed when the mandate expires.

Pension rights accrued by virtue of the new mandate will be added to the existing pension rights.

38. Can different pensions be drawn simultaneously?
Yes. Pensions paid under the Statute for Members are compatible with any other private or public income or pension.

	The only exception is pensions which were accrued by virtue of another mandate exercised at the same time as the European Parliament mandate (such as in a regional assembly).
Rights acquired under the Statute	**39. How is the old-age pension calculated?** Under the Statute, Members accrue 3.5 % of their parliamentary salary for each full year's exercise of a mandate, and one-twelfth thereof for each further full month. Only mandates exercised after 14 July 2009 are taken into account. The rights acquired may not exceed 70 % of the parliamentary salary, a level reached once a Member has completed 20 years of service. If a Member's mandates are separated by an intervening period, all mandates after 14 July 2009 are taken into account when calculating the old-age pension.
	40. What is the gross amount of the old-age pension? By way of illustration, the gross monthly old-age pension for 2021 amounts to: - EUR 314.83 for a mandate exercised for 1 year; - EUR 1 574.19 for a mandate exercised for 5 years; - EUR 3 148.38 for a mandate exercised for 10 years.
National accrued rights	**41. Are pension rights acquired under a national scheme preserved?** National pension rights are governed by national rules. However, as regards pensions paid by the European Parliament, deductions of national pension payments are not envisaged under the rules, except where entitlement to a national pension was accrued by virtue of another mandate exercised at the same time as the European Parliament mandate (such as in a regional assembly).
Invalidity pension	**42. In what circumstances are Members eligible for an invalidity pension?** An invalidity pension is established by the President of Parliament on the basis of the findings of an invalidity committee.

Members are entitled to an invalidity pension when they are deemed to be suffering from total invalidity which prevents them from performing their duties and which therefore causes them to resign.

Invalidity may be established at any time during the exercise of a mandate.

43. What is the application procedure for an invalidity pension?

The Member in question must submit an application for retirement on grounds of invalidity to the President of Parliament, accompanied by a medical certificate.

An invalidity committee, comprising three doctors, one of whom is chosen by the Member, draws up a medical report, stating the reasons for its findings. On the basis of this report, the President of Parliament will establish whether the Member concerned qualifies for retirement on grounds of invalidity.

The Member must notify Parliament of his or her resignation within three months of the date on which the decision establishing his or her invalidity was officially communicated to him or her. The invalidity pension is payable from the day on which the resignation takes effect.

If the Member does not submit his or her resignation to Parliament within this three-month time limit, the entitlement to the invalidity pension is deemed to have lapsed, regardless of the findings set out in the medical report.

44. How is the invalidity pension calculated?

The invalidity pension is 3.5 % of the parliamentary salary for each full year, and one twelfth of that sum for each additional full month, of service completed (the rules applicable to the invalidity pension are identical to those applicable to the old-age pension). However, the invalidity pension must be at least 35 % of the parliamentary salary, while not exceeding 70 % of that salary.

45. What is the minimum gross amount of an invalidity pension?

By way of illustration, the minimum gross monthly invalidity pension for 2021 amounts to EUR 3 148.38.

Survivor's pension and orphan's pension	**46. Who is entitled to a survivor's or orphan's pension?** The surviving spouse or stable non-marital partner and the dependent children, up to the age of 21 (25 if they are in education or vocational training), of a deceased Member are entitled to a survivor's pension and orphans' pension respectively.
	47. In what circumstances are survivors' and orphans' pensions payable? The entitlement arises upon the death of the Member or former Member, irrespective of whether the Member is already in receipt of a pension.
	48. When does the pension become payable? Entitlement to the pension takes effect on the first day of the calendar month following the Member's death.
	49. What is the amount of the survivor's pension? The surviving spouse or stable non-marital partner receives 60 % of the reference amount (see below), at a minimum of 30 % of the parliamentary salary. The reference amount is defined as the amount of the old-age pension to which the Member would have been entitled at the end of the parliamentary term or, in the case of former Members, the amount of the pension which they were receiving or to which they would have been entitled at the time of their death.
	50. What is the amount of the orphan's pension? Subject to compliance with the conditions of the Statute and the IMMS, each surviving dependent child will receive a maximum gross amount of 20 % of the reference amount.
	51. Is the spouse's entitlement to a survivor's pension restricted? Entitlement to a survivor's pension is not affected by the remarriage of the surviving spouse. Stable non-marital partners have the same rights as spouses, subject to recognition of the partnership by a Member State.
	52. Who is regarded as a stable non-marital partner?

	The European Parliament recognises stable non-marital partners on the condition that couples can produce an official document recognised as such by a Member State that acknowledges their status as non-marital partners.
	53. Is a dependent child's entitlement to an orphan's pension restricted? Entitlement to an orphan's pension ceases at the end of the calendar month during which the beneficiary reaches his or her 21st birthday. The entitlement continues until the end of the month in which the dependent child reaches the age of 25 if he or she is in education or vocational training. The entitlement may be extended beyond that age if the dependent child is unable to support him- or herself owing to serious illness or infirmity.
4. Additional (voluntary) pension	
	54. Are rights acquired under the Additional (Voluntary) Pension Scheme maintained? The rights acquired are maintained, but it is no longer possible to acquire additional rights.
5. Medical expenses	
Beneficiaries	**55. Who is entitled to reimbursement of medical expenses?** - Members during the term of their mandate; - Former Members in receipt of a transitional allowance under the Statute; - Former Members in receipt of an old-age or invalidity pension under the Statute; - Spouses, stable non-marital partners and dependent children of the above; - Beneficiaries of a survivor's pension under the Statute.
Family members	**56. How can I register family members for the reimbursement of medical expenses?** A confidential declaration form signed by the Member and listing the members of his or her family must be submitted at the MEPs' Portal or via the e-Portal.

	The form must be accompanied, where appropriate, by a copy of the marriage certificate or certificate of registered partnership, a copy of the birth certificate of each dependent child, and written evidence of enrolment in full-time education or vocational training.
Contributions	**57. Is the right to reimbursement of medical expenses subject to payment of a contribution?** No, the right to reimbursement of medical expenses is not subject to any contribution on the part of Members.
Bank account for reimbursement	**58. Into which bank account are reimbursements of medical expenses paid?** Payments are made into the bank account designated by the Member for that purpose at the start of his or her mandate, using the legal entity and financial identification forms available on the intranet.
Reimbursable expenses	**59. What types of expenses may be reimbursed?** - Medical expenses; - Pregnancy-related expenses; - Expenses relating to the birth of a child.
Reimbursement procedure	**60. Who administers the reimbursement of expenses?** The European Parliament, through the Settlements Office of the European Commission in Luxembourg (DRB B1/061, L-2920 Luxembourg).
Choice of medical practitioner	**61. Are beneficiaries free to choose their own doctor?** Yes. Persons covered by the scheme are free to choose their practitioners and hospitals or clinics, as long as they are recognised for the type of treatment provided. However, authorisation procedures and cost ceilings may apply.
Reimbursement rate	**62. What is the reimbursement rate?** As a general rule, two thirds of the costs incurred are reimbursed. In some cases, ceilings may be applied, meaning that the actual amount reimbursed may be lower than two thirds. In the event of serious illness, a 100 % reimbursement may be granted on request (see question 66 in this section).

Reimbursement ceiling	**63. What is a reimbursement ceiling?** A reimbursement ceiling is the maximum amount which may be reimbursed for a particular service. The ceilings are indicated in the Practical Guide to the Reimbursement of Medical Expenses for Members of the European Parliament, which is available on Parliament's intranet site.
	64. Do the same ceilings apply worldwide? The maximum reimbursable amounts laid down in the Commission's general implementing provisions are determined on the basis of the going rate for the relevant services in Belgium. These amounts may differ in some Member States by virtue of the application of a parity coefficient.
	65. What is a parity coefficient? A parity coefficient is a multiplier that is applied to the reimbursement ceiling to take account of differences in the price of medical services between the various Member States of the Union. For example, at the present time (and since 1 January 2019), the ceiling for a consultation with a general practitioner in Belgium is fixed at EUR 35. Hence the two thirds to be reimbursed under the scheme may amount to a maximum of EUR 35, regardless of the amount on the invoice. However, for a consultation with a general practitioner in Ireland a parity coefficient of 1.5 is currently applied and hence a maximum of EUR 52.50 may be reimbursed.
Serious illness (100 % reimbursement)	**66. What constitutes a serious illness?** The following is a non-exhaustive list of illnesses that may be regarded as serious: tuberculosis, poliomyelitis, cancer, mental illness, cardiovascular disease and other conditions recognised as comparably serious on the basis of the defined criteria. Members can ask for guidance on recognition of serious illness from their file manager in the Members' Salaries and Social Entitlements Unit.

	67. How can a 100 % reimbursement for serious illness be obtained? A recognition request, accompanied by a detailed medical report, must be sent to the Medical Officer at the Settlements Office in Luxembourg. The form and address to which it must be sent can be found on the intranet.
Prior authorisation	**68. What is a prior-authorisation request?** A prior-authorisation request is a request submitted to the Settlements Office before beginning a specific course of treatment (see the Practical Guide to the Reimbursement of Medical Expenses). Prior authorisation may be granted by the Settlements Office before the start of treatment. The relevant form can be found on Parliament's intranet site.
	69. Is prior authorisation required for all reimbursements of medical expenses? No. Prior authorisation is only required for certain types of treatment, such as: treatment in convalescent centres, some types of dental treatment, plastic surgery and certain medicines. Members can ask for guidance on prior authorisation from their file manager in the Members' Salaries and Social Entitlements Unit.
Prior authorisation and dental treatment	**70. Does prior authorisation have to be obtained for dental treatment?** Certain types of dental treatment are subject to prior authorisation, such as orthodontics, dental prostheses and implantology. Preventive dental and oral health care, X-rays, treatment and surgery do not require prior authorisation. However, reimbursement is limited to a maximum of EUR 750 per calendar year per person. The relevant form can be found here. Members can ask for guidance on prior authorisation from their file manager in the Members' Salaries and Social Entitlements Unit.
Procedure	**71. Who authorises the treatment?**

	Once the application has been submitted to the Settlements Office, the Medical Officer or Dental Officer at the Settlements Office will decide on eligibility for the proposed medical or dental treatment.
Direct billing	**72. What is a direct billing request?** A direct billing request is a request by the Member for the hospital providing the treatment to send the bill directly to Parliament (for both advance payments and final settlements). The request is processed by the Settlements Office of the European Commission, which will also execute payment to the hospital. However, direct billing is only a financial facilitation arrangement and not a guarantee of reimbursement. Normal reimbursement rules and procedures (including ceilings and prior authorisation requirements) still apply.
	73. What is the procedure for requesting direct billing? The direct billing request form must be completed and sent to the Settlements Office as early as possible, and preferably before the date of hospitalisation.
	74. What does direct billing cover? Direct billing covers the main invoices issued by the hospital and surgeon providing the treatment. If different services are invoiced separately (e.g. anaesthetist, assisting staff, etc.), these invoices may also be covered by direct billing.
	75. What is the procedure for payment of expenses following direct billing? The Settlements Office will provide the Member with an itemised account sheet. The portion of the cost to be borne by the Member (normally one third) will be recovered from future reimbursements or on the basis of a reimbursement plan proposed by Parliament's administration (Members' Salaries and Social Entitlements Unit).
Reimbursement in practice	**76. Where can I find reimbursement forms?** All the forms are available on Parliament's intranet site.

	77. How does reimbursement work? Claims for reimbursement can be submitted via JSIS Online or by filling in a paper form. Where claims are submitted online, the original invoices must be kept for a period of 18 months after the date of reimbursement. The paper claim for reimbursement form and the original invoices must be submitted either to the Settlements Office of the European Commission or to the MEPs' Portal. The Settlements Office is responsible for paying the reimbursements requested.
	78. What is the time limit for requesting a reimbursement? Requests for reimbursement must be submitted no later than 18 months after the date of treatment.
	79. Where can I seek explanations about the itemised account sheet for the reimbursement? Members may contact the Members' Salaries and Social Entitlements Unit directly (email: [redacted]@ep.europa.eu).
Complaints	**80. What can I do if I disagree with the reimbursement?** In the case of doubt, Members should first contact the Members' Salaries and Social Entitlements Unit (email: [redacted]@ep.europa.eu). Where appropriate, a complaint under Article 6 of the IMMS may be submitted to the Secretary-General, who will take a decision after obtaining the opinion of the Management Committee of the Joint Sickness Insurance Scheme of the EU institutions and after consulting the Quaestors.
Health insurance card	**81. Can I get proof of coverage?** Yes. Certificates attesting to medical coverage (e.g. for visa application purposes) as well as a membership card for the European Parliament's medical reimbursement scheme can be requested from the Members' Salaries and Social Entitlements Unit at: [redacted]@ep.europa.eu.

Health insurance in a Member State	**82. What happens if a Member is covered by a national or private health insurance scheme?** Members are free to request reimbursement first from their national health system or private health insurance scheme, or first from the European Parliament scheme. If they choose first to request from the European Parliament scheme, Members must claim reimbursement from the Settlements Office in Luxembourg, either via JSIS Online or by using the dedicated paper form. Once the itemised reimbursement sheet has been received, the Member may apply to his or her private or national health insurance scheme for additional reimbursement. If reimbursement is first claimed through the national or private scheme, the European Parliament scheme plays a complementary role, reimbursing the difference between the amount obtained elsewhere and the two thirds reimbursable under the Parliament scheme rules.
Taxation	**83. Is the reimbursement of medical expenses taxable?** No, medical reimbursements are not subject to taxation.
Waiving the right to reimbursement of medical expenses	**84. Can I opt out of parliamentary medical coverage?** A Member may waive his or her right to the reimbursement of medical expenses by the European Parliament and opt instead for the reimbursement of two thirds of the contribution payable under the health insurance scheme to which he or she belongs, subject to a maximum monthly reimbursement of EUR 400, regardless of the number of persons covered.
	85. When does the opt-out take effect? The opt-out takes effect on the first day of the calendar month following the date of application.
	86. What is the procedure for opting out of parliamentary medical coverage? The Member must submit an application for the reimbursement of health insurance contributions, accompanied by his or her health insurance policy and proof of payment.

87. Is this decision revocable?
Yes, the Member may revoke his or her decision to opt out of the parliamentary scheme after a minimum period of 12 months.

88. Can I opt out of the parliamentary scheme and maintain coverage for my family?
No, the decision applies to the whole family.

89. What are the benefits of remaining a member of the parliamentary reimbursement scheme?
- no contributions to pay;
- reimbursement of medical expenses incurred anywhere in the world;
- reimbursement of medical expenses for a wide range of services (dental treatment, spectacles, physiotherapy, etc.);
- the one-third portion of the expenses paid by the Member has a ceiling of half a monthly salary over any 12-month period;
- 100 % reimbursement in the event of a recognised serious illness.

6. Insurance

General

90. When does coverage against accidents, theft and loss begin?
Coverage for Members under any insurance policy held by Parliament begins with the start of the Member's mandate. A Member may, however, waive his or her right to coverage by means of an express written notification addressed to the Secretary-General. The Member will remain covered until the last day of the calendar month in which he or she gives notice of the intended opt-out. Members are also covered at the beginning and end of their mandate during the journeys from and to the country in which they were elected.

91. How much of the insurance premium is payable by Members?
Members are responsible for one third of each premium. In the case of accident insurance, Members contribute EUR 5.83 per month; for insurance against theft and loss, their contribution is EUR 1.07. These amounts are payable until the end of the parliamentary term.

	92. How is payment of the Member's portion of the insurance premium arranged? The portion paid by the Member will be deducted from his or her parliamentary salary.
	93. Does coverage continue after the end of a mandate? No, coverage ends on completion of the journey back to the country of election after the mandate has ended.
	94. What happens if an insurance matter is still being dealt with at the end of the mandate? Both Parliament's services and the insurer will continue to handle the matter until the file has been officially concluded.
	95. Are insurance indemnities and lump sum payments taxable? No, sums paid out under Parliament's insurance policies are not subject to any taxation for the benefit of the Union.
	96. Where can I find the most detailed information on insurance coverage? Information on insurance coverage is available from the Members' Salaries and Social Entitlements Unit (email: [redacted]@ep.europa.eu) or on Parliament's intranet site.
Accident insurance	**97. What is covered under the accident insurance policy for Members?** The accident insurance policy covers accidents which Members of the European Parliament may suffer in the performance of their duties or in their private lives. Members are covered worldwide.
	98. What is the procedure to be followed in the event of an accident? An accident declaration, accompanied by a medical certificate containing initial findings and signed by a doctor, must be submitted to the MEPs' Portal.
	99. What is the time limit for submission of the declaration? The declaration must be made within 10 working days of the date of the accident.

100. What exclusions apply?
The insurance policy does not cover accidents resulting from instances such as (non-exhaustive list):
- the use of narcotics: a blood–alcohol level exceeding 0.5 mg per ml in the case of accidents resulting from driving a motor vehicle and exceeding 1.4 mg per ml for all other accidents;
- reckless acts committed by the Member or his or her participation, with the aid of motorised equipment, in sporting contests, races or official trials;
- voluntary acts classed as criminal offences;
- participation in dangerous sports (boxing, karate, skydiving, etc.).

101. Are Members covered against accidents when they go on holiday?
Yes. Members are covered both during the exercise of their mandate and in the course of their private life.

102. Does accident coverage apply to missions to countries in conflict?
Yes.

103. Are Members covered for invalidity and death?
A lump sum is payable in the event of death or total or partial permanent invalidity.

104. To whom is the lump sum payable in the event of the Member's death?
The lump sum is payable to persons in the following categories: the spouse or recognised stable non-marital partner and the dependent children of the deceased Member; in the absence of persons in the previous category, other descendants; in the absence of other descendants, ascendants; in the absence of persons in all three previous categories, the European Parliament.

105. How is the extent of permanent partial invalidity assessed?
In such cases, once the Member's injuries have stabilised, a percentage of invalidity is established by a doctor representing the insurance provider. In the event of disagreement, a medical committee may be convened at the Member's request.

	106. How are medical expenses resulting from an accident reimbursed? Members should present all invoices relating to the accident to their file manager in the Members' Salaries and Social Entitlements Unit. The unit will contact the Settlements Office and the insurance company for their respective portions of the reimbursement.
	107. Are Members' children and other dependants also covered against accidents? No, accident coverage applies solely to Members and only during the term of their mandate.
Insurance for loss and theft	**108. What coverage is provided for loss and theft?** Members' personal effects and property are covered while on Parliament's premises and during ordinary and additional travel on the following conditions: - Outside Parliament's premises, Members are covered worldwide during ordinary and additional travel, i.e. if they are in receipt of a subsistence allowance or if the journey is reimbursed under Article 22 of the IMMS; - On Parliament's premises, Members are covered if the item lost or stolen was kept in a safe place, i.e. under lock and key; - Personal effects are covered up to a maximum of EUR 5 000 per theft or loss.
	109. What exclusions apply? - The insurance does not cover theft and loss covered by a private insurance policy held by the Member; - Vehicles are not covered under the definition of personal property and effects; - Only items which the Member takes with him or her during ordinary and additional travel are covered; - Money is only covered if the theft or loss occurred off Parliament's premises and only up to a maximum of EUR 250; - Any successful claim is subject to an excess of EUR 50 payable by the Member.

110. What is the insurance claim procedure in the case of loss or theft?

- **Off Parliament's premises:** The Member must report the incident to the police (or airport authorities, where applicable) and, together with the resulting report, submit a declaration of loss or theft to the MEPs' Portal.

- **On Parliament's premises:** The Member must report the incident to the Security and Safety Brussels Unit and to the MEPs' Portal.

111. What is the time limit for reporting the loss or theft?
The time limit for reporting the incident is eight working days from the time of discovery of the loss or theft.

112. Does the coverage extend to loss and theft on holiday?
No, off-premises coverage applies only during ordinary or additional travel as defined in the IMMS.

113. Which types of property and effects are covered by this insurance?
The insurance covers all personal items and effects belonging to a Member, such as mobile phones, laptops, suitcases, wallets and items of clothing. It also covers personal items which must be bought or hired by a Member travelling on official business because his or her luggage has been misdirected or lost and has not been returned within 48 hours; such costs are covered up to a maximum of EUR 500.
See also the question on exclusions above.

114. Is the theft or loss of money covered?
The theft or loss of money occurring off the premises of Parliament is covered up to a maximum of EUR 250 if the stolen or lost money forms part of other personal effects lost or stolen. The theft or loss must be reported to the police or airport authorities.

115. What is the maximum sum insured?
The maximum sum insured is EUR 5 000 per theft or loss. An excess of EUR 50 is payable by the Member in the event of a successful claim.

	116. If my private insurance policy covers these types of risk, can I seek reimbursement from Parliament? No, Parliament's insurance does not cover loss and theft covered by a private insurance policy held by the Member.
Assistance and repatriation insurance for Members travelling on official business	**117. What is assistance and repatriation insurance for Members travelling on official business?** Members are insured during ordinary travel. Under this policy, Members are entitled to assistance in the event of an accident, illness, travel disruption or death. The policy provides access to an emergency call centre, which is responsible for organising the practical, administrative, financial and medical assistance necessary, including repatriation.
	118. What does assistance and repatriation entail and who provides it? The insurance company is responsible for organising assistance on the spot and/or the repatriation of Members in need, providing them with the necessary logistical and administrative assistance and covering the related costs. This assistance is organised by the emergency call centre of the insurance provider, which will automatically inform Parliament's administration.
	119. Where is a Member repatriated to in the event of an accident, serious illness, unforeseen circumstances, disrupted travel plans or death? The Member may request repatriation to one of the places of work of the European Parliament or to his or her place of residence. In the event of death, the Member's body will be repatriated to his or her place of residence.
	120. What type of travel is covered by the assistance and repatriation insurance? Members are covered for the following types of travel: 1. Ordinary travel (to and from Parliament's places of work, or to and from venues for meetings of Parliament's official bodies); 2. Travel to and from venues for specific missions authorised by the President, the Bureau or the Conference of Presidents.

	For further information, see the section on travel expenses on Parliament's intranet site.
Beneficiaries	**121. Who is covered by the assistance and repatriation insurance?** The insurance covers Members during ordinary travel for the duration of their mandate.
	122. Are family members or accompanying parliamentary assistants also covered? No. Only Members of the European Parliament are covered.
Premium	**123. Do Members pay part of the premium?** No. The premium for the assistance and repatriation insurance is paid entirely by Parliament.
	124. Are Members covered worldwide? Yes, the insurance policy is valid worldwide.
Cover	**125. Are Members covered at the beginning and end of their mandate?** Yes. Members are covered at the beginning and end of their mandate during the journeys from and to the country in which they were elected.
	126. What types of assistance are provided under the assistance and repatriation insurance? - Assistance in the event of an accident, illness or death (transport, medical assistance including hospitalisation, repatriation where applicable); - Evacuation and/or repatriation in the case of a natural disaster, major disturbances to public order, terrorism, serious illness or the death of a Member's family member or parliamentary assistant; - Logistical and administrative assistance in the event of the loss or theft of travel documents or credit cards; - Assistance in the event of judicial proceedings; - Supplementary life and invalidity insurance. For more information, please consult the Practical Guide to MEPs' Insurance.

	127. Are Members covered within the scope of their private lives (on holiday, etc.)? No. Members are only covered during ordinary travel. However, Members are covered against accidents under Parliament's accident insurance even when travelling in a private capacity.
Membership card	**128. Are Members given proof of cover under the assistance and repatriation insurance?** Yes. Each Member receives a membership card issued by the insurance company bearing the policy number and the contact information for the emergency call centre.
	129. What should I do if I need assistance? Contact the emergency call centre on +32 3 253 [redacted] (in English, French or German), which is manned 24 hours a day, seven days a week. Alternatively, the call centre can be contacted by email at [redacted]@vab.be. The contract number is: **Policy AIG 9.510.003** The points of contact are also listed on the personal membership card that each Member receives from the insurance company.
	130. Do Members have to return their membership card when their mandate ends? Yes, at the end of the mandate the card must be returned to: **MEPs' Portal** SPINELLI 3H352 European Parliament 60 rue Wiertz B-1047 Brussels Belgium

III - Travel and subsistence expenses

1. General

Expenses incurred	**1. On what basis are travel expenses reimbursed?** In accordance with the IMMS, travel expenses are reimbursed on the basis of expenses actually incurred by the Member and on presentation of the relevant travel documents enabling the price paid, route taken and class, date and time of travel to be determined.
Information to be provided for reimbursement	**2. What information must be provided to enable the relevant department to calculate the amount to be reimbursed?** Prior to any reimbursement, the relevant department must be informed of the Member's place of residence (the place in the EU where the Member ordinarily resides on a consistent basis) and the bank account which will be used for reimbursement (see section II, question 4). Any subsequent change of address must be notified in writing to the Members' Administration Unit within DG PRES (email: [redacted]@europarl.europa.eu).
Types of journey Ordinary travel	**3. What types of journey are eligible for the reimbursement of expenses?** Only journeys undertaken in the performance of a Member's duties may be reimbursed. The conditions vary depending on the type of journey. The following journeys are eligible for the reimbursement of travel expenses: a. **Ordinary travel** for the sole purpose of participating in parliamentary activities. Such activities include: - **main journeys:** one return journey per parliamentary working week from the place of residence (or the capital of the Member State of election) to the place of work or meeting venue, on days set aside for official parliamentary activities. Only one main journey may be undertaken in any given week;

- **intermediate journeys**: one return journey in the middle of the working week between a place of work or meeting venue and their Member State of election (place of residence, capital or other). The outbound and inbound journey to the place of work or meeting venue must be completed in time to take part in official activities, before and after the trip. Intermediate journeys are not authorised during the weeks marked in Parliament's calendar as set aside for external parliamentary activities;
- journeys for a specific purpose authorised by the President, the Bureau or the Conference of Presidents.

Additional travel

b. **Additional travel** undertaken by Members in the performance of their duties outside the Member State in which they were elected. Applications for reimbursement of travel expenses for these journeys must be accompanied by an invitation to or a programme for the event attended by Members or other supporting documents proving that the journey was undertaken in the exercise of their mandate. The 2021 budget for additional travel is EUR 4 517 per Member for the year.

Travel in the Member State of election

c. Up to **24 return journeys per year in the Member State of election**, by air, rail or boat, and car journeys up to a maximum number of kilometres (see question 34 in this section).

Automatic reimbursement of travel expenses

4. Can travel expenses be reimbursed automatically?

It is possible to request automatic reimbursement of the cost of ordinary journeys by air – main and intermediate – for which air tickets are purchased through Parliament's travel agency and invoiced directly to DG FINS.

Members who wish to take advantage of this automatic payment system must apply using the form available on Parliament's intranet. By submitting the form, Members authorise their Travel and Subsistence Expenses Unit to obtain proof that the boarding card has been used. The data obtained will be used solely for the payment of travel and subsistence expenses.

For flights reimbursed automatically, Members do not need to submit requests for reimbursement or boarding cards.

	IMPORTANT: This automatic system does not apply to flights with low-cost carriers (RYANAIR, WIZZ AIR, EASYJET, TUI, VUELING etc.), as they are not connected to travel agency systems. For additional travel, as well as for journeys in the Member State of election, and all journeys outside the EU, Members must continue to submit requests for reimbursement accompanied by boarding cards.
Formalities	**5. What formalities need to be completed in order to claim reimbursement of travel expenses?** Members are asked to submit their claims for reimbursement regularly via the e-Portal or the MEPs' Portal. Claims for reimbursement will be processed by the financial services once the relevant documentation has been received.
Deadlines for reimbursement requests	**6. What are the deadlines for submitting reimbursement requests?** **a. What is the earliest date I can submit my claim for reimbursement?** - For travel expenses: as soon as the journey (both ways) has been completed. All requests pertaining to the same week should be submitted together; - Subsistence expenses are paid automatically where attendance in Brussels, Strasbourg and other meeting venues within the European Union is recorded. For other meeting places outside the European Union, subsistence expenses are added to the reimbursement of travel expenses when the Member's request is processed. **b. What is the latest date I can submit my claim for reimbursement?** Claims for reimbursement must be submitted to the MEPs' Portal or via the e-Portal **no later than 31 October of the calendar year** following the year in which the journey in question has been completed.

	However, to facilitate the administration of claims, Members are urged to submit their claims as soon as possible. In the event of an ordinary journey, for plane tickets bought through Parliament's travel agency, with the exception of flights with low-cost airlines, Members may take advantage of the automatic payment system in place since July 2019 (see question 4 above).
Payment time limits	**7. When will the money be paid into my account?** Subsistence allowances for journeys within the EU are paid automatically on a weekly basis for all presences recorded the week before. For all expenses, the payment order is given to the bank on the first working day after the claim for reimbursement has been validated and processed (see question 5 in this section). The bank will transfer the payment to the Member's bank account within one working day. The payment is made from an imprest account. Once the supporting documents have been checked, adjustments may be made either up or down the next time a payment is made.
Bank account	**8. Where should I open a bank account?** The bank account must be opened in the Member's name in a Member State of the European Union.
Exchange rates	**9. What exchange rates are used?** Conversions between the euro and other currencies will be carried out using the exchange rate published monthly on the Commission's website.
2. Ordinary journeys	
Most direct route	**10. Are Members required to take a specific route?** Members may take a route of their own choosing. However, the amount reimbursed as travel expenses must not be more than the cost of taking the most direct route between a Member's place of residence or the capital of his or her Member State of election and the place of work or meeting venue.

	The most direct route is determined on the basis of the closest international airport or station to the place of departure. Travel expense ceilings apply in accordance with the mode of transport taken (air, rail, car etc.).
Breaking up a journey	**11. Can I break up my journey?** Yes, Members may break up official journeys for a maximum of one night (except on weekends and public holidays). Any additional costs incurred will not be reimbursed. If the break in the journey is longer than one night, only the leg of the journey undertaken between the place at which the journey is broken up and the meeting venue will be reimbursed.
Amounts reimbursed	**12. How is the reimbursement of travel costs calculated?** Quaestors Notice 53/2012 describes how travel cost reimbursements are calculated in detail. For short journeys, the Bureau asks Members to use **economy** class. Travel expenses are reimbursed on the basis of the travel documents submitted and up to the ceiling applicable (see question 10 in this section): - in the event of travel by air, the business class fare in class 'D' or equivalent; - in the event of travel by rail or boat, the first class fare; - in the event of travel by car, a maximum of EUR 0.53/km based on the most direct route between the places of departure and arrival declared by the Member. Reimbursement of travel by car is, however, restricted to 1 000 km per journey. If a Member has to make a detour, the amount reimbursed may not exceed the maximum amount reimbursable for the most direct journey. Parliament will meet the cost of changing, on the first occurrence only, a ticket subject to (change or cancellation) restrictions.

	Additional expenses may be covered in cases of *force majeure* or where very basic economy class with additional restrictions is used (see Quaestors Notice 53/2012). Where a 'D' business class fare is not available, the use of a higher class may exceptionally be authorised. Members are free to choose their class of travel and the airline used but the reimbursement of their expenses will be subject to the limits and conditions set out in the rules. **Journey undertaken using more than one means of transport** Each section of the journey will be reimbursed in accordance with the rules applicable to the means of transport used, but the ceiling applicable to combined air and train/car journeys will be that determined for the main mode of transport used. For a combined journey by car and ferry, the cost is reimbursed according to the expenses actually incurred.
Incidental travel expenses	**13. How are incidental travel expenses reimbursed?** Travel expenses between the Member's place of residence or the capital of his or her Member State of election and the nearest train station or airport, known as airport journey costs, are covered by a lump sum ('approach lump sum') calculated on the basis of the most direct route by car and reimbursed at the rate of EUR 0.53/km. In accordance with the Statute, payment of this amount is exclusively envisaged for a journey which the Member has actually made and for expenses actually incurred. Incidental travel expenses, such as airport parking charges, booking costs, excess luggage fees or taxi fares between railway stations or airports, are not reimbursed separately but on the basis of lump sums, linked to the distance and duration of each trip. These distance and duration allowances apply to the main weekly journey undertaken within the EU and are intended to cover all incidental travel expenses incurred during the week in question.

	These allowances are calculated on the basis of the Member's main place of residence or the capital of the Member State in which he or she was elected, provided by the Member at the beginning of his or her term of office. The allowances will be recalculated when his or her main place of residence is changed (see question 10 in this section). When the main journey is undertaken within the EU but outside Brussels or Strasbourg, distance and duration allowances are recalculated as per the journey undertaken. As their names suggest, these allowances are calculated in accordance with: - the distance of the most direct route for the means of transport used; - the duration of the journey based on the most direct route. For further details on these allowances, see part 9 of this section.
Season tickets and multiple-journey tickets	**14. How are season tickets and multiple-journey tickets reimbursed?** The cost of season tickets and multiple-journey tickets may be reimbursed in the form of an advance. The advance will be regularised once the season ticket or multiple-journey ticket has expired, or sooner if the Member's mandate comes to an end. Only the cost of tickets used in the exercise of the mandate will be reimbursed. In order to enable the pro rata reimbursement of the cost of personal season tickets and multiple-journey tickets, the Member will be asked to submit documents attesting to the nature of the ticket – either the paper ticket or proof of use of the electronic ticket; in any case, documentation pertaining to the cost of the ticket must also be included. This should be done electronically via the e-Portal, or by submitting the standard travel and subsistence reimbursement request form to the MEPs' Portal.

	The advance will be regularised by checking whether the use of the season or multiple-journey ticket resulted in a financial advantage, i.e. if the total cost of the journeys would have been higher using individual tickets. If the total cost would have been lower, the difference between that figure and the reimbursed cost of the season ticket will be deducted from subsequent payments.
Carpooling	**15. When several people travel in the same vehicle, how are travel costs reimbursed?** In this case, only the car owner who has effectively borne the travel expenses (duly documented) may be reimbursed. The reimbursement will be based on the rules applicable to the official function performed by the car owner.
3. Supporting documents	
General	**16. What documents must be submitted alongside reimbursement claims?** Supporting documents must indicate the price paid, the route taken and the class, date and time of travel. These documents must be consistent. In particular they must include:
Air	**a. Air travel** Tickets bearing the Member's name (electronic ticket receipt) and all boarding cards.
Train/boat	**b. Journeys by train or boat** All tickets.
Car	**c. Journeys by car** A declaration stating the registration number of the car used to make the journey, the distance covered and the mileage at the places of departure and arrival. In the case of journeys between Brussels and Strasbourg or journeys of over 800 km, the declaration should be accompanied by supporting documents which make it possible to determine the date on which the journey was made (e.g. a fuel purchase receipt, motorway toll slip, car rental contract or invoice). Reimbursement is, however, restricted to 1 000 km per journey.

	Where a Member pays the travel agency fees, possibly including VAT, those fees should be clearly documented.
Practical guide to travel by air	**17. How can I explain to a travel agency what supporting documentation must be submitted to the European Parliament?** 1. Members are entitled to reimbursement of their air travel expenses up to a maximum of the 'D' business class fare. For short journeys it is recommended that they use the economy class fare offering a level of flexibility comparable to that offered in 'D' class. 2. To obtain reimbursement, Members must submit the original ticket bearing their name and the original boarding cards. Copies of bookings or itineraries do not constitute sufficient proof of travel, nor can an invoice be submitted in place of the ticket for which it was issued. 3. The original ticket bearing the passenger's name is understood to mean the 'electronic ticket – itinerary/receipt' constituting the contract of carriage within the meaning of Article 3 of the Warsaw Convention of 12 October 1929. Travel agencies are required, in accordance with IATA Resolutions 722g and 800z, to issue passengers with this document, which must contain the 'Passenger Air Tariff (PAT): Passenger Ticket: Electronic Ticketing – Itinerary' information stipulated by IATA, namely: a. Passenger's name b. Airline designator c. Issuing agency and place of issue d. Airline name or operating carrier e. Reservation status code(s) f. Ticket number g. Date of issue h. Tariff class used i. Flight number(s) j. Date & time of flight(s) k. Origin and destination of each flight l. Flight number(s) and date(s) m. Fare basis code, amount n. Breakdown and amount of taxes and calculation o. Total price

	p. Payment details and legal notices including reference to the Warsaw/Montreal Convention q. Endorsements and restrictions, including period of validity, where applicable. 4. Where the amount of the tariff used is not shown on the ticket – for example, because the issuer applied a promotional, discount or corporate rate (often indicated by the abbreviation IT), making the price cheaper than the basic fare – the travel agency or the ticket issuer must also provide the 'agent coupon' or 'ticket mask' showing the actual price, the fare basis and the taxes actually paid. 5. Where a ticket has been exchanged, both the original ticket and the new ticket must be submitted to the department responsible. 6. In the case of documents that are generated automatically on issue, there may be no omissions or deletions and no information may be altered or added after their issue. 7. Any agency fees must be the subject of a specific valid invoice indicating the ticket to which they relate. They are reimbursed to a maximum of EUR 40 per intra-Europe ticket (VAT excluded) or, for intercontinental travel, EUR 100 per ticket (VAT excluded).
Car journeys of over 800 km or between Brussels and Strasbourg	**18. What documents do I need to produce for car journeys exceeding 800 km?** For journeys by car exceeding 800 km (on the same day), the travel declaration must be accompanied by supporting documents obtained during the journey which make it possible to determine the route used and the date of the journey (for example, fuel purchase receipts or motorway toll slips). Documents issued at the place of departure or arrival or within 50 km of those places cannot be taken into account. Reimbursement is restricted to 1 000 km per journey. Irrespective of the mileage, a similar supporting document must always be submitted for car journeys between Brussels and Strasbourg). Members are asked to keep all supporting documents relating to journeys by car for any future checks.

Documents sent to mobile phone	**19. What should I do if I have my documents sent to my mobile phone?** Transfer the message from your mobile phone to your email account and submit it together with your reimbursement claim on the e-Portal. In the case of 'ticketless' journeys, log in to your online account with the travel company concerned and submit a copy of your travel record together with your reimbursement claim.
Travel agency deadlines	**20. Do I have to buy tickets myself or can I ask a travel agency to bill Parliament directly for tickets purchased?** Members must normally pay the travel agency themselves and then submit the corresponding electronic ticket receipt bearing their name. Where a Member has incurred agency fees with or without VAT, proof of those fees must also be submitted (see question 17 in this section). However, for tickets for an ordinary journey obtained from the travel agency with which Parliament has a contract, a Member may ask the travel agency to invoice the European Parliament directly. The agency will ask the Member to send an acknowledgement of receipt. Members are requested to submit the claim for reimbursement for the related journey, together with boarding cards corresponding to invoiced tickets, directly to Parliament **within six working weeks** of the journey being undertaken. For automatic declaration of travel, please see question 4 in this section.

4. Taxi fares

Airport of departure in place of residence	**21. Can I obtain reimbursement of taxi fares from my place of residence to the airport of departure (and vice versa), and what is the ceiling for reimbursement?** The journey from the place of residence to the reference airport/station of departure, known as airport journey costs, is reimbursed as a lump sum at the 'travel by car' rate of EUR 0.53/km ('approach lump sum"), except if public transport is used. If this is the case, the journey is reimbursed at the actual cost.
Calculating the reimbursement	**22. How are taxi fares reimbursed?** Taxi fares are reimbursed as follows: a) for a journey between the airport nearest the place of work and the place of work, on departure and arrival, at a maximum rate of EUR 50; b) for a journey between the train station nearest the place of work and the place of work, on departure and arrival, at a maximum rate of EUR 15; c) for a journey undertaken in the performance of their duties in Parliament's three places of work, up to a maximum of EUR 50 per Parliament working week. The unused portion of the allowance for the week remains available only for the consecutive week, in the same calendar year and parliamentary term (outside of 'white' weeks).
Exceptions reimbursable on the basis of expenses actually incurred	d) on the basis of actual costs: - Taxi fares between the train stations in Kehl or Offenburg and Strasbourg; - Journeys between the airport or train station of arrival and the official meeting venue (outside the three places of work, up to the limit of the corresponding amounts in the places of work).
Supporting documents	Reimbursement will be made upon submission of supporting documents (invoice and/or receipt) showing the amount paid, the name of the transport company and the date, point of departure and destination of the journey.

	All other taxi fares during ordinary journeys or in the place of work are covered by the distance and duration allowance and the subsistence allowance. A printed receipt from a cash register may be accepted as a travel document provided that it indicates the contact details of the transport company and/or the identification number of the driver or vehicle.
5. Additional journeys	
Individual journeys outside the Member State of election	**23. What journeys can be reimbursed as 'additional journeys'?** Within the limit of the annual amount fixed for this purpose (EUR 4 517), Members are entitled to reimbursement of travel and accommodation expenses actually incurred as a result of their participation, outside their Member State of election, in activities connected with the performance of their duties as a Member. No reimbursement is provided for expenses arising from: - participation in the activities of European political parties or foundations; - representing or acting on behalf of national political parties.
Supporting documents	**24. What documents must I submit to obtain reimbursement of an additional journey?** Members must submit a claim for the reimbursement of travel expenses via the e-Portal or the MEPs' Portal, indicating that the journey is an 'additional journey' and attaching the following supporting documents: - ***invitation and/or programme*** for the event that Members have attended, making it possible to determine that the journey was undertaken in the framework of their mandate; - ***travel and subsistence documents***, such as transport tickets (air, train, car, etc.), taxi receipts, and hotel and restaurant invoices).

	For more information on supporting documents, please see part 3 of this section.
Accompanying a committee delegation	**25. Can I use the allowance for additional journeys to accompany a committee delegation? If so, what documents am I required to submit in order to be reimbursed?** The following Members may accompany a committee delegation undertaking a mission within the European Union, using the additional travel allowance: 1. Members of the same committee not elected in the Member State to which the delegation is travelling; 2. Members of other committees not elected in the Member State to which the delegation is travelling whose parliamentary work is directly linked to the subjects dealt with by the delegation concerned, provided that they obtain prior authorisation from the Bureau and from the committee concerned, which, in making its decision, will take account of the political balance of the delegation.
Amounts	**26. What amount am I entitled to for additional journeys?** EUR 4 517 per calendar year (2021). The balance cannot be carried over from one financial year to another.
	27. Are distance and duration or subsistence allowances paid for additional journeys? No distance and duration or subsistence allowances are paid for this type of journey.
Journeys to Parliament during 'white' periods	**28. Can I use my 'additional journey' budget allocation to travel to one of Parliament's places of work outside the weeks of official activities ('white' days or weeks)?** Yes, provided that the annual budget of EUR 4 517 has not been exhausted. The rules governing this type of journey state that only travel, hotel and taxi costs are reimbursable.

How are combined journeys reimbursed? (Article 22(2)(c))	**29. How is the reimbursement broken down if a journey is a combination of ordinary and additional journeys?** Where a Member combines ordinary travel with additional travel and all the combined travel takes place within the European Union, the part of the journey which starts or ends in a place of work or of an official meeting is reimbursed as an ordinary main journey within the limit of the ceiling. In the case of the additional part, the duration and distance allowances are not paid. However, all justified ancillary costs are reimbursed from the amount available for additional travel expenses up to the limit of the annual allocation. Where part of the combined journey takes place outside the European Union, and the Member, as a result of his/her additional journey, has not taken the most direct route, the additional costs over and above the reimbursement ceilings are charged to his/her additional travel expenses allowance.
Can a stay be extended for non-official activities?	**30. Can a stay at the destination of a journey undertaken as part of the work of a Member of the European Parliament be extended to carry out additional activities?** Yes, provided that the non-official activities are secondary to the official activities. Expenses linked to non-official activities are never reimbursed.
Additional journeys subject to other kinds of reimbursement	**31. What should I do if the activity for which the additional journey is undertaken might give rise to another public or private reimbursement?** Under the current rules, journeys that might give rise to another public or private reimbursement will not be reimbursed by Parliament. The same applies to any journey for which the reimbursement might, in part or in whole, constitute the financing of an activity not connected with the exercise of the Member's mandate.
6. Journeys in the Member State of election	
Purpose	**32. What journeys are covered?** Journeys undertaken as part of the work of a Member of the European Parliament in the Member State of election.

Reimbursements	**33. What reimbursements am I entitled to for journeys in the Member State of election?** Members are entitled only to reimbursement of travel costs, which will be reimbursed in accordance with the same rules applicable to ordinary journeys (see question 12 in this section). No distance, duration or subsistence allowances are payable for journeys of this kind.
Number of journeys **Car journeys** **Exceeding the limit** **Conversion calculation**	**34. How many journeys am I entitled to make in my Member State of election?** The rules stipulate a maximum of 24 return journeys per year by air, rail or boat[1]. Members may also undertake journeys by car up to a maximum number of kilometres, which varies according to their Member State of election, as follows: - 24 000 km for Members elected in Germany, Spain, France, Italy, Poland, Romania, Finland or Sweden; - 16 000 km for Members elected in Bulgaria, the Czech Republic, Ireland, Greece, Hungary, Austria, Portugal or Slovakia; - 8 000 km for Members elected in Belgium, Denmark, Estonia, Croatia, Cyprus, Latvia, Lithuania, Luxembourg, Malta, the Netherlands or Slovenia. Members who use up their 24 return journeys by air, rail or boat may ask for their travel expenses by car to be converted into travel expenses by air, rail or boat and vice versa. Such a request must be made in writing, preferably through the e-Portal, to the Members' Travel and Subsistence Expenses Unit before 31 January of the following year and only where an entitlement has already been used up at the time of the request. Conversions are calculated on the basis that one single journey = 2 % of the maximum number of kilometres authorised for the Member's Member State, as follows:

[1] Including, for Members elected in mainland France, a maximum of two journeys per calendar year to overseas departments and regions, overseas local authorities, New Caledonia and the French Southern and Antarctic Territories.

	Member States with a limit of	**1 journey by air/rail/boat**
	24 000 km	480 km by car
	16 000 km	320 km by car
	8 000 km	160 km by car
Local taxi journeys in the Member State of election	**35. How are local taxi journeys in my Member State of election reimbursed?** For journeys by taxi or other means of public transport within an urban area, the reimbursable amount is calculated by converting the price paid in 'car kilometres', at a rate of EUR 0.53/km. The kilometres travelled are then deducted from the limit that applies to the Member State in question (see preceding question). This provision also covers journeys on boats that connect small islands or link them to the mainland of certain Member States.	
Accompanying a committee delegation	**36. Can I make use of this allowance for journeys within my Member State of election undertaken to accompany a committee delegation of which I am not an official member?** Yes, Members elected in the Member State to which the delegation is travelling may be reimbursed on the basis that they are undertaking a journey in the Member State in which they were elected, provided that they obtain prior authorisation from the committee concerned, which, in making its decision, will take account of the political balance of the delegation concerned.	
Documentation	**37. What documents do I need to submit in order to be reimbursed for a journey within my Member State of election?** Members must submit their claim for the reimbursement of travel expenses and attach the required supporting documents for the means of transport used via the e-Portal or the MEPs' Portal.	
7. Attendance		
Principle	**38. Why does the unit responsible for reimbursing travel and subsistence expenses need to record my attendance?**	

	Travel and subsistence expenses are reimbursed on the basis of the attestation of attendance, which certifies the official nature of the journey and the presence of the Member.
Attestation system	**39. How do I prove that I am present?** Members' attendance is attested by their signature: - on the attendance sheet available in the Chamber or in the meeting room of another of Parliament's official bodies, or - in the central attendance register.
How the register works	**40. When and where do I sign the central attendance register?** At the start of each year the Quaestors send Members a notice specifying the opening and closing days of the register. The register will be open at the place of work in which the week's official activities are taking place, as follows: a. During official working weeks in Brussels The central attendance register will be open in SPINELLI 03H352 on specific days, in accordance with the relevant Quaestors' notice, from Monday to Thursday between 7.00 and 22.00, and on Friday between 7.00 and 17.00. b. During part-session weeks in Strasbourg The central attendance register will be open in WEISS 02T050 only: - on the first day of the part-session, between the end of the sitting and 22.00; - on Friday from 7.00 to 13.00; - the register will remain closed in Brussels during these weeks.
Other supporting documents	**41. What should I do if I have forgotten to sign the record of attendance?** By way of exception, Members may prove their attendance on the basis of other documents which show clearly that they were present at the meeting venue during normal meeting hours. This option may be used on no more than five occasions per half-parliamentary term.

	Documents such as declarations by other Members or other people, copies of agendas or emails are not regarded as proof of attendance.
8. Subsistence allowance	
Entitlement	**42. When am I entitled to receive the subsistence allowance?** Members are entitled to a subsistence allowance for each day's participation in official activities: - at a place of work or meeting venue, when their presence is attested (see questions 39 and 40 in this section), or - when they take part in a meeting of a committee or another body of a national parliament, on presentation of the attestation of attendance drawn up by that committee or body. The allowance does not apply when the meeting is held in the Member's place of residence. The subsistence allowance will be paid once the Member's presence has been established and entered in the record (see also question 6a in this section).
Amount	**43. What is the exact amount of the subsistence allowance?** a. If the official activity takes place within the EU, the Member receives a lump-sum allowance of EUR 324 per day (amount for 2021). The allowance will be reduced by half: - where Members travel to the Parliament premises or meeting venue, spend less than four hours there, and leave it to travel to another destination other than another place of work or meeting venue on the same day; - if the Member has been absent for more than half of the roll-call votes taken on the Tuesdays, Wednesdays and Thursdays of Strasbourg part-sessions and the second day of Brussels part-sessions.

	b. If the official activity takes place outside the EU, Members receive half the allowance set out in point a., plus reimbursement of reasonable hotel expenses, including breakfast. Reasonable hotel expenses correspond to the price negotiated by Parliament's travel agency for the delegation.
Fridays	**44. Am I entitled to the subsistence allowance for Fridays?** Only if attendance was confirmed at the same place of work on the preceding Thursday can Members sign the central attendance register on the Friday concerned.
Subsistence allowance during 'turquoise' weeks set aside for external parliamentary activities	**45. Am I entitled to the subsistence allowance if I go to Brussels during a 'turquoise' or 'green' week set aside for external parliamentary activities?** Yes, if your attendance has been attested in accordance with the rules, except on Fridays and up to a maximum of three subsistence allowances per week.
Official holidays	**46. Am I entitled to the subsistence allowance on public holidays or office closing days?** No, except in the cases provided for in the information supplied by the Quaestors (see question 40 in this section).
9. Distance and duration allowances	
Purpose	**47. What is the purpose of the distance and duration allowances?** The distance and duration allowances are intended to cover all expenses related to ordinary journeys, such as parking charges, reservation fees, excess baggage charges and all other reasonable expenses. They are not payable in respect of journeys undertaken using a means of transport made available by Parliament.

Type of journey	**48. What journeys do the distance and duration allowances apply to?** Members are entitled to a distance allowance and a duration allowance in respect of journeys within the EU. This entitlement applies to one ordinary return journey per Parliament working week, referred to as the main journey. This is the journey which precedes and follows the first and last signing, respectively, of one of the attendance registers during the week in question. The minimum period of time which must be spent at the place of work or meeting venue to entitle Members to the distance and duration allowances is four hours.
Meeting venues	**49. Do the distance and duration allowances apply to journeys between meeting venues?** No, these allowances are payable only in respect of the main journey, as follows: - outward journey from the main place of residence, or the capital of the Member State of election, to the first place of work or meeting venue of the working week, provided that it is within the EU, i.e. the place where the record of attendance is first signed; - return journey from the last place of work or meeting venue, within the EU, to the main place of residence or the capital of the Member State of election.
Type of reimbursement	**50. What reimbursement am I entitled to if my point of departure or arrival is not my main place of residence or the capital of my Member State of election?** If a Member's point of departure or arrival is not their main place of residence or the capital of their Member State of election, travel expenses are reimbursed up to the amount they would have paid if they had made the journey from or to their main place of residence. The same applies to the distance and duration allowances.

Extent of entitlement	**51. When are distance and duration allowances payable if journeys between different meeting venues or places of work are combined in one working week?** Distance and duration allowances are paid exclusively in respect of the main journey (see section III, question 48), i.e. for the journey to the first destination and the journey to the final destination, and only if these journeys are undertaken between two places in the EU.
Revision of distance and duration allowances	**52. Can the distance and duration allowances be revised?** The maximum amounts of the distance and duration allowances are fixed. However, they are revised if there is a change of residence or a change in the standard route used to calculate the reimbursement of travel expenses.
Delays	**53. Do you take account of flight delays in calculating the duration allowance?** No, the duration allowance is reimbursed as a flat-rate allowance.
Calculation of distance allowance	**54. What parameters are used to calculate the distance allowance?** The distance allowance is calculated on the basis of the shortest return journey between the town centre of the Member's place of residence and the point of arrival at the meeting venue. If the basis for calculating a journey by train is not available, the basis for calculating a journey by car will be used instead. The amount for a journey by car is EUR 23.89, plus: - EUR 0.13/km for the part of the journey between 51 and 250 km; - EUR 0.07/km for the part of the journey between 251 and 1 000 km; - EUR 0.03/km for the part of the journey in excess of 1 000 km.
Calculation of duration allowance	**55. What method is used to calculate the duration allowance?** **a. Journeys by air, rail or boat**:

Amounts	- the duration of the first section of the journey from the town centre of the Member's place of residence to the airport or station, on the basis of an average speed of 60km/h, plus: - the duration of the journey by air, rail or boat on the basis of the timetable, plus: - one hour at embarkation, or at the departure of the train or boat, plus: - 30 minutes at disembarkation or on arrival, plus: - 30 minutes for the transfer between the airport or station and the place of work. **b. Journeys by car:** - the duration of the journey between the Member's place of residence and the place of work or meeting venue, on the basis of an average speed of 70km/h. The amount of the duration allowance depends on the duration of the journey and is calculated as follows: - EUR 40.5 (324/8) for a journey with a total duration of between two and four hours; - EUR 81 (324/4) for a journey with a total duration of between four and six hours; - EUR 162 (324/2) for a journey with a total duration of more than six hours not involving an overnight stay; - EUR 324 for a journey with a total duration of more than six hours necessarily involving an overnight stay. The extended duration of a journey is not taken into account if it is the result of a decision to take a route other than the most direct route, or the choice, for reasons other than health or availability, of a means of transport that significantly lengthens the journey.
Journeys of more than six hours necessarily involving an overnight stay	**56. What is meant by 'a journey with a total duration of more than six hours necessarily involving an overnight stay'?** This point concerns journeys for which the standard route (see question 11 in this section) is so long or so complex that it has a total duration of more than six hours and necessarily involves an overnight stay. The supporting documents must show that the journey did in fact involve an overnight stay involving costs (a hotel bill, for example) and that this was indeed necessary. The extended duration of a journey is not taken into account if it is the result of:

	- a decision to take a route other than the most direct route, or - the choice to use a mode of transport that significantly lengthens the journey.
10. Loss of documents	
Loss of documents	**57. What should I do if I lose my travel documents?** Members who have lost travel documents should submit to the authorising department a form declaring the loss of the documents. This should be accompanied by any other documents containing the same information as the lost documents (e.g. the ticket mask, the agent coupon or the ticket details (PNR) for journeys by air, or a credit card statement for hotel payments), making it possible to establish unequivocally the cost of the journey and the other information required under the rules, and the fact that the journey was completed or the hotel bill paid. A case-by-case analysis is carried out in order to ascertain whether the documents can be accepted.
Contact details	**58. Who should I contact if there is a problem with the reimbursement of my travel expenses?** In the first instance, you should contact the authorising department, which is the Members' Travel and Subsistence Expenses Unit. email: [redacted]@europarl.europa.eu A Member who believes that the IMMS have not been correctly applied may address a written complaint to the Secretary-General, in accordance with the complaints procedure set out in Article 72 of the IMMS.

IV - Parliamentary assistance: APAs[2], local employees, service providers, paying agents and trainees

1. Overall ceilings and budget

Monthly envelope	**1. What is the total budget of my monthly parliamentary assistance allowance?** The parliamentary assistance allowance can be used to defray expenses relating to contracts for Members' APAs, local employees, local service providers, paying agents and trainees. In 2021, the monthly parliamentary assistance allowance is EUR 25 620 Any unused budget may be carried over to the next year up to a maximum of the monthly budget allocation.
At least 25 % reserved for APAs	**2. What is included in the 25 % minimum budget allocation for APAs?** All expenses for APAs are included: basic salary, taxes, health, accident and unemployment insurance contributions and allowances (including, but not limited to, the 2.5 % lump sum for the family allowance) and the expatriation allowance, mission costs, training costs, compensation for untaken leave, and an end-of-mandate allowance. Expenses for APAs employed through a grouping are accounted for by the MEP's respective share in the grouping, as established through the agreement.
Max 75 % for all other assistants	**3. What is included in the 75 % maximum budget allocation for all other beneficiaries?** All expenses for local employees, service providers, paying agents and trainees (either at Parliament or based in the Member State of election) may not exceed 75 % of the monthly budget allocation or cumulatively over one calendar year.

[2] An extensive list of FAQ, concerning APAs only, can be found on DG Personnel's intranet pages.

	This budget includes, but is not limited to, salaries, fees, scholarships, bonuses, taxes, contributions, mission costs, training costs and end-of-contract costs. The share of a Member within a grouping contract is also included in this category.
Max 25 % Service Providers	**4. Is there a limit on the use of funds defrayed for the provision of services?** Yes, expenses for the provision of services (excluding services for paying agents), including mission costs, may not exceed 25 % of the monthly budget allocation or cumulatively over one calendar year. Expenses incurred for using paying agent services are not subject to this limit.
Calculations of the limits	**5. How are the above limits calculated?** The limits referred to in points 1, 3 and 4 directly above are calculated on a cumulative basis per financial year. The basis for calculating these percentages is the sum of the monthly parliamentary assistance budget plus any unused budget carried over from the previous financial year (see also question 6 immediately below).
	6. I would like to submit a new contract. How do I know whether there is enough money to defray the expenses? Two points in particular should be checked: **a. sufficient total budget** In the parliamentary assistance allowance management document (see also question 10 in this section), the entry 'TOTAL (cumulative data – end of month)' on the first page should be checked. Each time a contract is submitted, the total costs that will be generated by that contract in one calendar year must be less than or equal to the lowest monthly figure presented in that entry in that year. <u>This also means that any future budget cannot be brought forward.</u>

For example, in August you submit a new employment contract for a duration of five months (August to December) for a total salary of EUR 1 500 per month, and your budget has a balance (*Total cumulative data – end of month*) of EUR 10 000 in August, EUR 6 500 in September, EUR 6 000 in October, EUR 5 000 in November and EUR 8 000 in December. November is the month with the lowest budget balance (EUR 5 000), but the overall cost of the contract until November would be EUR 1 500 x 4 = EUR 6 000. There would hence be a EUR 1 000 budget deficit for November, meaning the contract could not be registered.

Month	Monthly balance without the new contract	Running cost of the new contract	Remaining budget
August	10 000	1 500	8 500
September	6 500	3 000	3 500
October	6 000	4 500	1 500
November	5 000	6 000	- 1 000
December	8 000	7 500	500

b. sufficient margin for the category of expenses
25% of the total budget allocation is earmarked for APAs, while the remaining 75% is available for all other categories of contracts. It is important to note that only up to 25% of the total allocation can be used for service providers. The cumulative actual percentage is stated on two lines at the bottom of page one of the budgetary report.

More detailed figures, including the available amount, are provided at the bottom of the second part of the report (generally on page 3). The new contract should not exceed the monthly available budget or the cumulative running total.

Carry-over

7. Do I have to make a formal request to bring forward any unused budget to the following year?
No. Any unused budget, within the ceiling of a one-month allowance, is automatically added to your budget allocation for January of the following year.

	8. I ended up using less than the 25 % budget allocation for contracts with service providers in one year. Can I carry over the remaining amount the following year? No. However, any unused balance is used to calculate the ceiling for service providers the following year (see also previous point).
Grouping	**9. How are grouping costs split?** Members may form a grouping at any time in order to pool the services of paying agents, local assistants (employees and service providers – natural persons for regular activities) Accredited Parliamentary Assistants and trainees. Costs will be charged to the budgets of the Members involved on a pro rata basis. The agreement establishing the grouping of Members sets out the respective contributions to those costs. As a general rule, a grouping comes into effect on the very first day of the month after the request was submitted to the relevant service. If a Member wishes to leave the grouping, their withdrawal takes effect two months after the date of notification.
Consultation of use of budget	**10. I have access to the e-Portal. Can I use it to consult my parliamentary assistance allowance?** Yes. On the e-Portal there is a document which enables you to check how your budget allocation is being used, broken down by different detail levels: a general summary, summary by contract and details by contract. This document provides a quick overview of how much each operation costs and how much budget you have remaining (including the limits: 25 % for service providers' expenses and 75 % for all beneficiaries excluding APAs, which appear in % values in the last two lines of the first page of the document).

2. Payment schedule and timeframe to submit application forms

Deadlines for submitting an application for local assistants	**11. Are there any timeframe limitations, regarding the defrayal of expenses?** According to Article 33(3) of the IMMS, 'only expenses incurred at the most 30 days before the application for defrayal is submitted (…) can be defrayed'. This means that submitting an application (new/modification) more than 30 days after the date on which the contract or an addendum to the contract enters into force will lead to a period during which the expenses will not be defrayed by Parliament. The 30-day rule also applies to the invoices of service providers and claims for travel expenses for local assistants (see below). For traineeships, applications must be submitted no later than one month before the traineeship agreement start date requested by the Member. If applications are not submitted on time, the start date shall be deferred.
Article 33(3) of the IMMS	**12. Are there any exceptions from the provisions of Article 33(3)?** Yes, in the case of low-value contracts of one month or more with service providers (<=EUR 500 including VAT for the entire contract). In any case, the invoices should be issued and submitted as soon as the services are rendered.
Deadlines for applications	**13. What are the deadlines for submitting applications for the defrayal of expenses?** Here is a summary of the deadlines for submitting requests for the defrayal of expenses: - New contracts/modifications of contracts for local assistants → regardless of when they are submitted, the expenses will only be reimbursed for a period of maximum 30 days before the submission of the complete application form. Modifications to contracts that have already expired are not permitted; - Invoices → to be submitted no later than 30 days after the end date of the invoicing period (payments schedule) agreed in the contract, irrespective of the invoice date;

	- Travel expenses → all forms of travel referred to in form B.6 must have been completed no sooner than 30 days before submission of the application; - Trainees → applications for the reimbursement of expenses / registration of traineeships must be submitted at least one month before the start date of the traineeship agreement as requested by the Member; - Accredited assistants → recruitment forms – to be submitted at least 10 full working days before the start date.
Payment schedule	**14. When will Parliament defray parliamentary assistance expenses?** If they are complete and in line with the rules and deadlines in force, applications received by the 25th of any given month will be accepted with a view to payment on the 15th of the following month. End-of-year transactions must be submitted on no later than 7 December of the year for which defrayal is requested. Any applications submitted after this deadline will be paid from the budget of the following year.
3. Expenses that are defrayable or inadmissible	
	15. My accredited and local assistants (service providers and local employees) will be assisting me in the exercise of my duties. What does this mean exactly? Where can I find details of the kinds of activities for which I can employ assistants or use service providers? Only assistance that is necessary and directly linked to Members' parliamentary mandates is eligible for reimbursement. This excludes, amongst others, the defrayal of expenses for activities linked to a Member's private life, personal expenses, or grants / donations of a political nature or to foundations. As such, the parliamentary assistance allowance may not be used to finance or support political groups or parties, either at EU or national level.

Any expenses for elections, referendums or other campaigns are also ineligible.

The Bureau has approved a list of all expenses that may be defrayed for the purposes of parliamentary assistance.

16. Can I use the general expenditure allowance to pay for expenses for parliamentary assistance?
Yes, but only if the parliamentary assistance allowance has been used up.

17. Am I allowed to give my trainee/service provider/paying agent a bonus?
No. Bonuses are only intended for local employees – rewarding them for the achievement of specific goals or good performance.

Under the terms of service providers/paying agents' contracts, bonuses are not permissible. Trainees are also not allowed to receive a bonus. The only form of compensation to which they are entitled is their scholarship, which must not constitute a disguised form of remuneration.

18. Can I reimburse the costs for my local assistant if they attend a training course in another Member State?
Training courses for local assistants are only possible for local employees (not service providers) and should be relevant to the tasks defined in their contracts.

Courses can be attended in another Member State if necessary.

19. Can I reimburse my service provider for attending a training course?
No. According to the list of expenses approved by the Bureau, such costs may not be defrayed.

20. Can my accredited or local assistants shadow me on an EP delegation? Can they be reimbursed for this?
No. Delegations may only comprise authorised Members and may only be accompanied by authorised officials of Parliament's Secretariat and authorised members of staff of each political group represented on the delegation.

	No one else may be a member of or accompany a delegation.
	21. Can I pay for a video of my EP activities to be uploaded on the internet or distributed at meetings or to my constituents? Yes, but only if the video relates to activity as a Member and not to political parties or groups. Some costs may be eligible under the general expenditure allowance only. A detailed breakdown of tasks and costs must be submitted together with the estimate and the draft contract.
	22. Can the costs for editing, proofreading or distributing a book be reimbursed? Depending on the objectives, this may be possible. Such costs may not be reimbursed if, for example, the book is for sale or financial gain. It is advisable to consult the relevant department in advance as some costs should also be covered by the general expenditure allowance.
4. Accredited Parliamentary Assistants (APAs)	
Definition	**23. Who are accredited parliamentary assistants (APAs)?** APAs are a special category of EU staff that are recruited by the European Parliament to provide direct assistance to Members in the exercise of their functions in the European Parliament premises at one of the three places of work. APAs sign a contract with the European Parliament, thus the European Parliament is their employer. Their rights and obligations are set out in the Staff Regulations and the Conditions of Employment of Other Servants of the EU (CEOS). The Member is the manager and the hierarchical superior of the APAs that assist him or her.
Number	**24. How many APAs may assist a Member?**

	A maximum of three APAs, regardless of their working time (e.g. one full-time APA cannot be replaced by two APAs working 50 % part-time). This number may be increased to four if an exemption is expressly granted by the Parliament's President, once it has been established that the Member concerned has sufficient office space.
Choice of the Member	**25. Are Members free to choose their own APAs?** The working relationship between Members and their APAs is based on mutual trust. As such, Members are free to choose with whom they wish to work. At the Member's request, Parliament may then offer them a contract, provided they fulfil the recruitment criteria laid down in the Staff Regulations.
Recruitment criteria	**26. What are the recruitment criteria for APAs?** - nationality of one the Member State and full rights as a citizen of that country; - thorough knowledge of one official EU language and satisfactory knowledge of a second official EU language; - where applicable, fulfilment of any military service obligations; - appropriate character references as to their suitability for the performance of their duties; - the requisite standards of physical fitness; - successful completion of the following: o post-secondary education, as attested by a diploma; o secondary education, as attested by a diploma giving access to post-secondary education and at least three years' relevant professional experience ; or, o where justified in the interest of the service, professional training or professional experience of an equivalent level.
Function Groups	**27. In APAs' contracts, what is the difference between function groups I and II?** APAs are employed to provide direct assistance to Members in the exercise of their functions as Members of the European Parliament. The scope of these duties depends on the function group to which the APA is recruited.

	APAs recruited in function group I (grades 1-13) will mainly carry out administrative and secretarial support duties, but may also be called upon to carry out drafting and advisory duties. APAs recruited in function group II (grades 7-19) will mainly carry out drafting and advisory duties, but may also be called upon to carry out administrative and secretarial support duties.
Duration of contracts	**28. Is there a minimum/maximum duration for APAs' contracts?** The minimum duration of an APA's contract is six months and the maximum duration is the full parliamentary term. Only during the last months of the parliamentary term or in the case of a replacement contract can the duration be less than six months.
Extension	**29. My APA's contract will expire in two months but I wish to continue our working relationship. Can their contract be extended?** APAs' contracts may be extended no more than twice during a parliamentary term. In practice, this means that an additional clause has to be prepared which must be signed by the APA and the Authority Empowered to Conclude Contracts of Employment. Extension requests should be submitted to the APA Desk no later than one month before the expiry date of the contract.
Recruitment procedure	**30. How should I request the recruitment of an APA for my office?** You and your APA candidate must fill in and sign the recruitment form (available on the intranet) and submit it to the APA Desk. Your candidate will then receive an email inviting to log on to the online platform EP PEOPLE, where the requisite documents will need to be uploaded.
	31. How long does the recruitment procedure take? The recruitment procedure takes a minimum of 10 working days upon completion of the application, i.e. when all the requisite documents and information have been made available to Parliament. When you submit your initial request to the APA Desk, you will be given an indicative date for completion of the process.

	32. My office is extremely busy and I need my new APA to start immediately. Could they start working anyway and have their status formalised at a later date? APAs may not take up their duties until their contract has been signed. APAs' contracts are not retroactive. The aim of the recruitment process is to assess whether or not the candidate fulfils the recruitment criteria to become an agent of the European Union. Contracts must therefore be signed by the APA and the Authority Empowered to Conclude Contracts of Employment before the new APA takes up his or her duties.
Salary level	**33. How much are APAs paid? Can I decide their salary?** APAs' basic salary and expenses are defrayed from the monthly parliamentary assistance allowance. APAs' salaries depend on their pay grade. There are 19 grades in total, each of which corresponds to a level of pay. For example, in January 2021 the basic salary for a full-time APA was EUR 1 900.13 in grade 1 and EUR 8 750.68 in grade 19. Tables of these pay scales are available at the APA Desk, on the intranet and e-Portal. Members are free to set the pay grades of their APAs – but these should match both their APAs' qualifications and the duties they are expected to perform. N.B. In order to be classified in grade 14 of above, APAs must have obtained: - a diploma certifying successful completion of university studies of at least three years, or - a secondary education diploma giving access to post-secondary education, accompanied by evidence of graduate level full-time professional experience of at least three years.
Cost for the Member	**34. Apart from the APAs' basic salary, are there any other expenses defrayed from the Members' budget allocation?** In addition to the basic salary, the employer's contribution to the accident, health insurance and unemployment schemes are defrayed from the Member's budget allocation.

	Provided the APA is eligible for it, the expatriation allowance (16 % of the basic salary) may also be defrayed. Tables with the scales of the costs for the Member corresponding to each grade are available at the APA Desk, on the intranet and e-Portal. A flat-rate contribution equivalent to 2.5 % of the parliamentary assistance allowance is also defrayed from the Member's budget allocation in order to cover APAs' family allowances (in January 2021, the monthly flat-rate contribution was EUR 640.50).
Modification of contract	**35. Can I change my APAs' pay grades? If so, how?** To modify your APA's pay grade, you must submit a justified request to the APA Desk. This request must reflect a substantial change in circumstances over a period of time that has sufficiently enabled you to properly assess the abilities of your assistant. Given that the minimum duration of an APA's contract is six months and that a change of grade automatically means that a new contract must be drafted and signed by both the AECE and APA, the APA must remain at the same grade for at least six months before their grade can be adjusted. Pay grades may not be changed retroactively.
Termination of contracts	**36. I am dissatisfied with the work of one of my APAs and wish to dismiss them immediately. What should I do?** Members may ask the European Parliament to terminate their APA's contract before it is due to be concluded. The request must state your reasons for terminating their contract. The AECE will make an assessment and reach a decision. Depending on the length of service of the APA, a notice period of between one and three months will apply. Members may ask to terminate an APA's contract by submitting the relevant form – duly signed – to the APA Desk.
Professional training	**37. Can APAs take part in professional training courses provided by the European Parliament?**

	With prior approval from the responsible Member, APAs may enrol in professional training courses from Parliament's training catalogue (language classes, basic IT courses, financial courses, personal development, some professional training courses). With the approval of the responsible Member, APAs may also enrol in training courses that take place outside Parliament, providing that the course: - relates to their duties; - does not exceed 15 days per year. The costs of any external training are defrayed from the Member's parliamentary assistance allowance. A request for external training form must be completed, signed and submitted to the APA Desk at least 10 working days before the course start date.
Installation and resettlement allowances	**38. Are APAs entitled to an installation or resettlement allowance?** At the Member's request, APAs may be paid either an installation allowance at the beginning of their contract or a resettlement allowance after they have concluded their contract. Members should submit a request for this allowance by filling in the relevant form and submitting it to the APA Desk. In order to receive the allowance, APAs must meet the criteria set out in Article 24 of the CEOS. The cost of the installation or resettlement allowance is defrayed from the Member's parliamentary assistance allowance. In order to qualify for the resettlement allowance, APAs should have completed at least one year's service and move to a place at least 70 km from their last place of employment. The allowance may not exceed one month's basic salary of the APA.
Place of work	**39. Can my APA work from his/her hometown in my Member State of election for two weeks every month?** No. APAs must work at the European Parliament during working hours and establish their place of residence accordingly. This is

	a contractual obligation and APAs' contracts may be immediately terminated if they do not comply.
Missions	**40. Can my APA accompany me on missions to my Member State of election?** Members are free to decide the missions to be undertaken by their APAs in the Member State of election, as long as these missions are intended for the APAs to provide assistance to Members in connection with the exercise of their mandates. (See the specific questions on mission expenses in questions 57–59 in this section).
Working hours	**41. Can Members set their APAs' working hours?** Yes, Members are allowed to set the weekly working hours of their APAs. In normal circumstances, this may not exceed 42 hours per week. APAs are not required to work overtime except in the event of an emergency or exceptional workload. There is no right to compensation or remuneration for overtime.
Working time	**42. One of my APAs wants to work part-time for family reasons. Is this possible?** Yes, APAs can work part-time at a minimum of 50 % working time. In such cases the basic salary is calculated on a pro rata basis. The relevant salary scales can be obtained from the APA Desk. The working time scheme must be agreed in writing between the Member and the APA and communicated to the Parliament administration..
Teleworking	**43. Can my APAs telework?** Any member of staff who has worked at Parliament for at least six months is eligible for teleworking. All staff may telework for a maximum of three consecutive calendar days and 48 working days per calendar year. APAs who wish to telework must ensure that their Member agrees before submitting a request on the Human Resources Portal (HRM). The request must also be signed by the Member.

Leave	**44. Do I have to authorise my APAs to take leave?** Yes, APAs must submit applications for leave via HRM in advance. They must print out a copy of their request, ask their Member to sign it and send a scanned copy to the Working Time Facilities Service. Any absences not entered in HRM will be deemed unauthorised. 'White weeks' are regular working weeks, so APAs must also apply for leave for those weeks if they wish to be absent. APAs, as with all staff, must take at least two consecutive weeks off every year, preferably during 'white' weeks.
	45. Do I have to pay for my APAs' unused leave when their employment contract ends? Subject to certain conditions, APAs may receive financial compensation for any leave which has not been used by the time they relinquish their post. The total compensation due is defrayed from the Member's parliamentary assistance allowance.
Replacement of APA during sick/maternity or family leave	**46. Can a Member replace APAs on maternity leave, sick leave, parental leave or family leave?** Yes, a Member may recruit an APA to replace a colleague on maternity, parental, family or sick leave (known as a 'replacement contract'). The minimum duration of the contract must be three months and cannot exceed the total absence. The cost of the salary is defrayed from the Member's parliamentary assistance allowance.
Bonus	**47. My APA has worked especially hard. Can they be awarded an end-of-year bonus?** No, the CEOS make no provision for APAs or any other members of staff at Parliament to be awarded an end-of-year bonus or any bonus of an exceptional kind.
	48. My APA's contract will end in two months. Can I increase their pay grade to reward them for their good work? No. An upgrade in the last three months of an APA's contract would be classified as a bonus.

Outside activities	**49. My APA wishes to work outside Parliament for a few hours a week. Is secondary employment compatible with being an APA?** APAs may, under certain conditions, pursue an additional activity, subject to the prior written authorisation of Parliament and the Member concerned, and providing that the activity is not detrimental to the duties carried out for that Member or to the overall interests of the institution. However, in order to prevent a conflict of interests of any kind, APAs may not, for as long as they are an assistant, serve as local assistants to another Member or a national member of parliament, nor may they serve in a lobbying group or act as paying agents for local assistants.
Electoral campaign	**50. Can APAs be involved in electoral campaigns for the Member they assist or for a political party or group? If so, under what circumstances and subject to what restrictions?** Yes, APAs may participate in electoral campaigns for the Member they assist or for a political party or group, provided that: - they do so in a strictly personal capacity; - they do so outside working hours, at weekends or during annual leave; - they exercise circumspection and discretion, as required by Articles 12 and 17 of the Staff Regulations. See the notice to staff who are involved in election campaigning though not standing as candidates, and Notice (15/2017) by the Quaestors to the Members reminding them of the rules applicable to APAs and local assistants.
Groupings of Members	**51. Can Members form a grouping in order to pool the services of their APAs?** Yes. Members can establish a grouping at any time in order to pool the services of an APA. The total costs for the APA's contract in the grouping (salary, missions etc.) will be deducted from the respective Member's parliamentary assistance allowance, in line with the division of service outlined in the agreement establishing the grouping.

	Members can enter into an agreement to establish a grouping by submitting a form online to the MEPs' e-Portal or on paper to the MEP's Portal.
	52. In the rules, what does the term 'Member responsible' mean? When an APA is recruited by Parliament to assist a grouping of Members, one Member is the responsible for that grouping. They will act as the immediate superior to the APA for all matters concerning the management of their contract, including missions.
	53. On the recruitment form, what does the phrase 'Name of the Member to whom the assistant's security badge should be linked' mean? When an APA is recruited to assist a grouping of Members, they must have the name of one Member on their security badge. For organisational purposes, they will also be linked to that Member in the EP directory. This Member does not necessarily need to be the Member responsible for the grouping.
Publication in the website	**54. Is it compulsory for APAs names to be published on Parliament's website?** In the interests of transparency, APAs' names are published on Parliament's website, together with the name of the Member they assist, for the entire duration of their contract. APAs may, on the grounds of personal safety, submit a request to the Secretary-General asking for their name not to be published. The Secretary-General will then decide whether or not to grant such a request.
5. Accredited Parliamentary Assistants - Missions	
Work out of the place of assignment	**55. Are APAs authorised to work outside their place of assignment?** By default, APAs are expected to work at their place of assignment. Nonetheless, a Member may request that their APAs work outside of their place of assignment (on mission).

	In such cases, a request for a mission order must be submitted via the e-Portal and approved by the Member before the start of the mission.
Reimbursable Expenses	**56. Can any type of expenditure be reimbursed for APAs?** It is essential that APAs are duly informed about their rights and obligations in this respect. Only expenses that are necessary and directly linked to the exercise of a Member's parliamentary mandate may be reimbursed. This excludes the defrayal of expenses linked to a Member's – or an assistant's – private life, personal expenses, or grants/donations of a political nature or to foundations etc. The parliamentary assistance allowance is meant to reimburse an APA's mission costs and cannot be used to finance or support political groups or parties, whether at EU or national level. Any expenses for elections, referendums or any other campaigns are also inadmissible. The Bureau has adopted a list of the expenses that may be defrayed for the purposes of parliamentary assistance.
Dates and Times regarding missions	**57. What dates and times must be included in a mission order request?** The APA should create a mission order on the basis of the dates and times corresponding to the expected duration of the work at the mission destination, excluding all travel and transfer times between the place of assignment and mission destination. On the declaration of mission expenses, the APA must indicate the actual working times at the mission destination and the actual length of the mission from and to the place of assignment, including travel and transfer times between the place of assignment and the mission destination.
Key Deadlines	**58. What are the key deadlines for missions?** APAs must have a validated mission order prior to departure.

	Expenses declarations must be received no later than three months after the mission has been completed. Any expenses declarations received later than three months after completion of the mission will not be processed, save in some exceptional cases, which require justification and have a maximum deadline of six months. No mission costs can be reimbursed beyond six months following the end of the mission. Any travel expenses or advances that have already been paid by Parliament will then be deducted from the assistant's salary or from a reimbursement claim for a current or future mission
Cancellations of Missions	**59. If a validated mission has been cancelled, what should I do?** If a mission has been cancelled, you must inform your APA immediately so that they can ask the travel agency to cancel any reservations that have been made. If your APA did not go through the agency, he/she must cancel their reservations as soon as possible. APAs must also inform the Missions Unit as swiftly as possible.
6. Employed local assistants	
Definition	**60. What are employed local assistants?** Employed local assistants (hereafter 'local employees') are natural persons who assist Members in their country of election and who have concluded an employment contract in accordance with the national law and the IMMS.
Place of work	**61. Where do local employees work?** Local employees work in the Member State of election. Excluding short visits, they are not permitted to have their place of work at Parliament.
Work address	**62. Can the local employee have the same office address as a national political party?** This should be avoided as it could easily constitute a conflict of interests.

	Given this considerable risk, the administration may regularly ask for proof of work both during and after the term of the contract.
Exceptional work in the EP premises	**63. Under what circumstances can a local employee work in Brussels or Strasbourg?** Under Article 18(7) of the IMMS, a local employee may – in exceptional circumstances – cover for an accredited assistant on sick or special leave, provided that their absence is duly justified. The cost of the missions concerned will be reimbursed in accordance with the rules on local employees laid down in the IMMS.
Supporting documents	**64. What is accepted as a certified true copy of ID?** A certified true copy is a photocopy that is signed and attested to as an accurate and complete reproduction of the original document by a public official or any other person authorised to do so by the applicable national law. Failing this, the relevant department can accept a photocopy of a valid ID that is certified as true, dated and signed by the Member or paying agent.
	65. What documents are accepted as proof of residence? Examples include: a recent utility bill (e.g. gas or electricity), bank statement, or mortgage statement; a signed and valid lease agreement; a letter from a bank or investment letter. A mobile phone bill or ID card cannot be accepted as a valid proof of residence.
	66. What documents are accepted as proof of qualifications and experience? As specified on the application form, the administration requires the submission of: 1. a CV; 2. a copy of the highest degree certificate and; 3. a copy of the latest work certificate, where applicable.

	Proof of qualifications: original certificates/diplomas or good-quality copies will be accepted as evidence to support the application. If these are not available, applicants can submit a statement of results, which is usually provided by schools/colleges/universities on results day before certificates are issued. Only evidence of the highest levels of qualification is necessary. *Proof of experience*: a complete CV which clearly states the successive employers with clear dates and job titles. It is recommended that applicants use the Europass template, available here. *Professional certificate:* it is acceptable to submit a certificate for only the most recent professional experience. Younger candidates may also submit a certificate for an internship.
Ceilings remuneration	**67. Are there any ceilings for the remuneration of local assistants?** Yes. In any given month, a local employee's gross earnings may not exceed the reference amount ('ceiling') in the Member's country of election, taking into account the duration and working hours of the contract. These ceilings are specified in Bureau Communication 11/2020. Gross earnings include: the monthly salary, any compulsory 13th/14th/15th month/holiday or Christmas allowance and compensation for overtime. In addition, any bonus, one-off payment, compensation for untaken leave or termination costs may be defrayed only up to the aforementioned ceilings calculated on an annual basis per calendar year.
Bonus	**68. My local employee has worked especially hard. Can they be awarded an end-of-year bonus?** Yes, but only under the following conditions: - There is explicit provision for a bonus in the employment contract or annex thereto;

	- The payment is a reasonable amount. In line with the principle of sound financial management, it is advisable not to award a bonus that is more than twice the average salary of an assistant (based on the average gross salary for the last 12 months to take into account any salary changes and adjusted in line with the duration of the contract). Bonus payments must be made in accordance with the national law. Social security contributions and taxes may therefore apply. Bonuses may not be requested after the end of the employment contract.
Missions Professional travels	**69. Can missions for local employees be reimbursed?** Occasional, short-term missions are permitted and their costs may be reimbursed within the limits of the applicable national law and the IMMS, upon submission of original supporting documents. The paying agent should keep copies of these documents. When there is a lump sum granted as a subsistence allowance (covering accommodation, meals and/or sundry expenses) and/or when the journey is made by car and a rate of defrayal of the cost per kilometre for car journeys is applicable, both must comply with the limits imposed by the applicable national law, and taxes or charges may also apply.
Bank transfer	**70. Can my local employee be paid directly?** No, all payments relating to local employees are made via the paying agent.
	71. Can local employees be paid in cash by the paying agent for the reimbursement of their mission expenses? Yes, if permitted under the applicable national law. Should the Member require it, an advance, on a flat-rate basis up to a maximum of EUR 100 per assistant per month, may be used to cover the expenses incurred by local employees in making short journeys. In such cases, the paying agent will ask the assistant to sign a receipt. These small advance payments will be accounted for at the end of the year.

Standing for election and outside activities: conditions, obligations and consequences	**72. Can my assistant stand for election or engage in external activities?** Yes. However, according to the IMMS (notably changes by the Bureau enacted on 26 October 2015), Members must immediately inform the relevant Parliament department should their assistant(s) intend to engage in external activities or stand for election. If an assistant is elected, they may no longer have their expenses reimbursed unless they can prove that their mandate is consistent with the performance of their duties as parliamentary assistants. To this end, the assistant and Member should declare how the working hours of the different jobs are compatible and confirm that other third parties are informed and there is no conflict of interests. The relevant Parliament departments may also seek clarifications (see also question 73 immediately below).
	73. What should I do if my assistant has been elected or if I discover they have had a political mandate or have been undertaking external activities? Members should report any additional activities undertaken by assistants with a valid contract. Members are obliged to do this if their assistant's contract is modified or if their assistant wishes to engage in a new activity. In any case, the rules on avoiding a conflict of interests apply.
	74. How should parliamentary assistants ensure that standing for election, holding a political mandate or engaging in any other external activities is consistent with their parliamentary duties? Assistants must refrain from any activities that could give rise to a conflict with the interests of the Members they represent or the interests of Parliament. They must immediately inform the Member of their intention to engage in any external activity – whether paid or unpaid – or to stand for election, and indicate the average amount of time that they would expect to devote to it per week and the corresponding remuneration.

	If such a situation arises, the Member must immediately inform the relevant department and ensure that their assistant's external activities do not interfere with the performance of their duties or run counter to the financial interests of the EU. In addition, the relevant department may ask the assistant to complete a declaration in order to ensure that: - there is no conflict of interest or incompatibility; - the time devoted to external activities is compatible with the duties of the local employee; - any remuneration or reimbursement of expenses is legitimate in view of the type of activity concerned and the time devoted to it.
	75. I want to hire someone as a local assistant who already has a 30-hour/week part-time job for another organisation. Can I take them on part-time for 20 hours per week? A maximum working time of 48 hours per week applies to local assistants with secondary employment contracts. The EU Working Time Directive (2003/88/EC) establishes the minimum requirements for workers and fixes the maximum number of working hours at 48 per week. Some Member States apply the 48-hour limit to simultaneous contracts. Others choose to apply it to each employment relationship. In order to ensure that the parliamentary assistance allowance is not misused and to ensure equal treatment for Members in relation to part-time contracts and the total working hours of local assistants, the maximum number of working hours per week for employees with simultaneous part-time contracts is fixed at 48.
Conflict of interests	**76. Can my local employee be the legal representative of or hold office in a company acting as my service provider or paying agent?** No. This would give rise to a conflict of interests because your assistant has a duty of loyalty towards you and the European Parliament.

	If your assistant acts as a legal representative of or holds office in a company, he/she must act in the best interests of the company. If this company were your contract partner, this situation could give rise to a conflict of interests.
7. Paying agents	
Role	**77. What is the role of a paying agent?** All employment and service contracts, plus traineeship agreements that take place in the Member State of election, must be administered by a paying agent established in an EU Member State. It is the duty of the paying agent to ensure that these contracts are fully compliant with national and EU law, particularly as regards social security and tax obligations. Paying agents must therefore be sufficiently qualified in the eyes of the national law to perform these tasks. Paying agents are responsible for payments to national administrations of social contributions and taxes relating to employment contracts and, in some cases, service contracts. In addition, paying agents are responsible for ensuring that the IMMS is correctly applied. They must keep a record of the proof of each payment.
	78. Can my paying agent or another individual act as an employer on my behalf? No. For the purposes of hiring an assistant, Members must conclude their employment contract with them directly. The paying agent must provide a document proving that the local employee has joined a national social security scheme and indicating the Member as the employer. If the paying agent is declared as the assistant's employer with the national social security authority, the Member's employment capacity cannot be established. As a result, it would not be possible to defray expenses relating to the assistant's employment contract.

Conflicts of interest	**79. Can the paying agent be in legal relation to a service provider or a local employee?** No, this is not permitted, as it could jeopardise the independence required of a paying agent to carry out their duties.
Social security certificate	**80. When should my paying agent submit evidence that my local assistants are part of a social security scheme?** When accounts are settled each year ('regularisation'), statements of expenses for local employees must be submitted together with evidence of social security payments and, where required by national law, a certificate of insurance against work-related accidents.
	81. If my local employee has a contract for more than one year, does my paying agent need to submit proof of social security payments each year, even though it was already submitted for their original contract? Not in the case of successive, uninterrupted contracts, including those that have been renewed. Proof will have to be submitted if there is a gap between contracts or if, in the case of an extension to an existing contract, national legislation requires that the declaration to the national social security authorities should be modified.
Ceilings remuneration	**82. Are there any limits that apply to the fees of paying agents?** Yes, according to Bureau Notice 2/2015, paying agents' fees (net of VAT) may not exceed 10 % of the total costs – for which they are responsible – of the salary, fees and allowances for local assistants, service providers or trainees in the Member State of election, nor may they exceed 4 % of the parliamentary assistance budget. As a guide, the maximum fee that could be levied in 2021 is EUR 1 024.80.
	83. How will these limits be enforced? Thanks to constant cooperation between paying agents and the administration, checks on paying agents' fees will be carried out every year when for the regularisation procedure.

	These checks are done by looking at the average monthly payment managed directly by the paying agent. These fees include salaries, taxes, travel expenses for employees and, where appropriate, scholarship fees for trainees in the Member State of election and fees for services providers.
8. Service providers	
Definition	**84. What is a service provider?** Service providers are natural or legal persons who have concluded a service contract with the Members they assist.
	85. Will Parliament's administration accept a service contract with a legal person which runs for the duration of the legislative term? Yes. However, legal persons may only have contracts for the provision of occasional and clearly identified services (Article 34(5) of the IMMS).
Temporary services	**86. Can I make use of temporary agency workers?** Services provided may not include the provision of staff. An exception applies for temporary services by agencies authorised under national law to provide temporary workers on a professional and regular basis. This is the case, for instance, when Members have recourse to temporary agency workers for the short-term replacement of a sick local or accredited assistant. The use of temporary agency workers is limited to three months.
Service providers from another Member State	**87. Can I use the services of a provider not established in the Member State where I was elected?** Yes, but only for occasional and clearly identified services (see also questions 89 and 90 immediately below). Service providers must be located in one of the EU Member States.

	In such cases, the paying agent should also be in a position to confirm the compliance of the contract with the relevant national legislation in the other country.
Language of documents	**88. Can I submit a contract, offer or invoice in any language?** No. Contracts, invoices, offers and any procurement documents must be submitted in one of the official languages of the EU.
Occasional services	**89. How are the requirements regarding 'occasional and clearly identified' services defined?** Occasional services must be specific, clearly identified and provide concrete deliverables.
	90. What are some examples of occasional activities? Examples include: - clearly identified deliverables (e.g. a study, the organisation of a conference, interpretation or translation for a specific event); - specific and measurable tasks (e.g. the creation of videos, price per video); - activities with a price list based on individual tasks or activities, or charged at hourly rates; - recurrent activities of low value; - clearly identified, ongoing services (e.g. press review, website maintenance).
Procedure by type of contract	**91. What procedure should I follow for low-value contracts (i.e. those worth up to EUR 500 for the entire contract)?** The simplified procedure for low-value contracts is only possible for occasional services. An application (form B.5 (SP3)) must be submitted together with the original invoice and a copy of the service contract (form B.1 (SP3)) Both forms can be found on Parliament's intranet. The simplified procedure should be used for one-off services and cannot be considered a valid way of submitting successive monthly invoices/contracts.

	Please note that the EUR 500 ceiling is for the price including VAT. The ceiling covers the entire contract and not just one invoice of up to EUR 500 that is part of a more valuable contract.
	92. What procedure should I follow for contracts worth more than EUR 500 (for the entire contract)? For service contracts worth more than EUR 500, the extended procedure applies and an additional set of documents must be submitted. The rules require the submission to Parliament's competent department of a cost estimate, together with the draft contract, prior to the signature of the contract by the parties. Contracts worth more than EUR 60 000 including VAT must be awarded through a specific tender procedure involving at least three independent providers, taking into account, in addition to the price, the quality of the offer and related social aspects. This threshold shall apply on a cumulative basis in the event that successive contracts for similar services are awarded to the same provider. Members should send a request for services, with an adequate level of detail, to at least three independent suppliers, all of whom must be suitably qualified and available. At least three valid offers must be received. Members should assess the quality and the price of the three offers to select the best offer. If the service provider is a natural person, the ceilings (which apply to local employees) for monthly average fees are also mandatory.

	93. How is the EUR 60 000 threshold calculated? The threshold is calculated on all expenses incurred with the same supplier, for one or several successive contracts, covering the whole of the ninth parliamentary term as of 2 July 2019. An interruption between two contracts will not restart the counter. Similar contracts, even with minor differences in the scope of each contract, will be counted together. It is recommended that Members evaluate their needs up to the end of their mandate and launch a tendering procedure for a multiannual period, with non-binding estimates, mentioning that individual short-term contracts will be signed as required. Please note that the threshold is calculated on costs including VAT.
Draft contract & estimate	**94. Can I submit a draft service provider contract for opinion before it is signed?** Yes. Service provider contracts are signed between the Member and the service provider. If the contract is signed before being sent to the relevant department, the Member bears the risk of financial loss in the event that the contract is not finally validated by the administration.
	95. Should I provide an estimate for a paying agent? Should I launch a tender procedure? No. In the case of a paying agent's contract, there is no need for an estimate as the content of the work is mainly standardised and defined in Parliament's rules. However, if the fees exceed EUR 60 000, a tender procedure would be required.
Remuneration ceilings	**96. Are there any ceilings for service providers' fees?**

Yes. For service providers that are natural persons, monthly fees (net of VAT) invoiced shall not exceed, in any given month, the reference amount (ceiling) in the Member's country of election. For part-time service contracts, the monthly fees should be adjusted.

The ceilings are specified in Bureau communication 11/2020.

Remuneration for service providers that are natural persons is limited to the ceiling for the Member State where they are registered (or resident, if registration is not mandatory), even if the services are delivered in another Member State.

For service providers that are legal persons, there are no fixed monthly ceilings, but the price must be explained in the estimate (see also question 92 in this section). If doubts arise, the relevant department may request external benchmarks.

Expenses of either natural or legal persons shall not exceed the overall 25 % ceiling for service providers' related costs.

97. How will the ceilings be checked for service providers that are natural persons?
The fees will be checked against the monthly reference amount in the Member State concerned, calculated on a cumulative basis from January each year. The ceilings are specified in Bureau communication 11/2020.

98. As there are no set ceilings for the remuneration of service providers that are legal persons, can such service providers request any amount they wish?
Not necessarily, because the use of Parliament's budget must comply with the Financial Regulation and the principle of sound financial management.

Therefore, the estimate submitted by the Member prior to the signature of a new contract should, *inter alia*, justify the cost.

Based on the completed application form, the relevant department will analyse the request. If the fees are not adequately justified, additional clarification/information will be requested.

	The relevant department may also request the outcome of the contract to confirm its value for money. In addition, single or successive contracts worth more than EUR 60 000 including VAT must be awarded through a tender procedure involving at least three independent suppliers.
	99. How are the ceilings calculated in local currency for countries outside the euro area? The IMMS defines a specific exchange rate (fixed for one year) for the parliamentary assistance allowance. This exchange rate will mainly be used for the conversion of the ceilings into local currency. The ceilings for remuneration will be published in euro and in local currency once the exchange rate for the following year is known.
Supporting documents	**100. What is accepted as a certified true copy of ID?** A certified true copy is a photocopy that is signed and attested to as an accurate and a complete reproduction of the original document by a public official or any other person authorised to do so by the applicable national law. Failing this, Parliament's relevant department can accept a photocopy of valid ID, dated, signed and certified as true by the Member or the paying agent.
	101. What documents are accepted as proof of residence? Examples include: a recent utility bill (i.e. gas or electricity), bank statement or mortgage statement; a signed and valid lease agreement; a letter from a bank or investment letter. A mobile phone bill or ID card cannot be accepted as a valid proof of residence.
	102. What documents are accepted as proof of qualifications and experience? As specified on the application form, the administration requires the submission of: 1) a CV; 2) a copy of the highest degree certificate and;

	3) a copy of the latest work certificate, where applicable. *Proof of qualifications*: original certificates/diplomas or good quality copies will be accepted as evidence to support the application. If certificates/diplomas are not available, applicants can submit a statement of results, which is usually provided by schools/colleges/universities on results day before certificates are issued. Only evidence of the highest levels of qualification is necessary. *Proof of experience*: a complete CV which clearly states the successive employers with clear dates and job titles. It is recommended that applicants use the Europass template, available online. *Professional certificate:* it is acceptable to submit a certificate for only the most recent professional experience. Younger candidates may also submit a certificate for an internship.
Invoices	**103. What requirements does an invoice or fee statement have to comply with?** It must: - be issued in accordance with the applicable national and EU laws; - bear a number and the date of issue; - show the applicable VAT rate and corresponding VAT amount; - state the legal basis of a VAT exemption, if applicable; - state the services to which it refers and the period during which they were provided; - **be an original document. Failing that,** the relevant department can accept a signed and dated photocopy of the invoice, certified as true by the Member or the paying agent; - **be** accompanied by form B.5 (TIPA+SP1/2), filled in and signed by the Member; - bear the name of the Member as the addressee; - state the VAT identification number under which the taxable person supplied the services; - state the full name and address of the taxable person; - state the amount charged and the currency.

	The Member has to make sure that a service contract is signed before any services are provided.
	104. Can my service provider issue invoices for services to be provided in the future or for advance payment? No, invoices can only be defrayed if they are issued for services that have already been provided. At the end of a given year, only services delivered by the end of November can be invoiced and paid on the budget of that year. Invoices for services delivered in December are paid with the budget of the following year.
Missions	**105. Does Parliament reimburse mission costs for service providers?** Yes. Mission costs incurred by service providers can be defrayed upon presentation of an invoice issued by the service provider to the Member, on condition that the contract between the two parties stipulates payment of mission costs in addition to the fee agreed for the provision of services. These costs fall within the 25 % limit for the defrayal of all service provider-related costs.
Annual payment	**106. Can I make a single payment to a service provider?** Yes, as long as the services have been provided. The same conditions apply as for service contracts with recurrent payments. Applications for payment submitted with the invoice no later than 7 December are paid from the budget of the same year, provided they respect the timeframe provided for in the contract (see also section IV, question 14).
9. Trainees	
Types of traineeships	**107. What kinds of traineeship opportunities can I offer?** Members may offer three types of traineeships:

	– traineeships on the premises of the European Parliament[3]; – study visits; – traineeships in their Member State of election.
Maximum number of trainees	**108. Is there a limit to the number of trainees and/or study visit participants allowed at any one time?** Yes, Members may have a combined total of up to three trainees and/or study visit participants at any one time.
Trainee for a grouping	**109. Can a grouping of Members offer traineeships?** Yes, a grouping of Members may offer traineeships in accordance with Article 34(2) of the IMMS.
Trainee for different Members	**110. Can one trainee carry out several traineeships with different Members?** No, trainees must never have previously carried out a traineeship with a Member. This exclusion does not apply for study visits. Additionally, trainees must not have previous experience as an APA or local assistant for a Member.
Non-EU trainees	**111. Can Members offer traineeships to non-EU nationals?** Yes, trainees can be: - nationals of an EU Member State; - nationals of an accession/candidate country; - or nationals of a third country. In the case of the latter, trainees must comply with visa requirements prior to their entry into the country where the traineeship takes place. The visa must be valid for the entire duration of the traineeship and must enable the trainee to travel freely within the country of assignment, as well as Belgium and France.

[3] An extensive list of FAQs concerning traineeships on and study visits to the premises of the European Parliament can be found on DG Personnel's intranet pages.

9.1 Trainees in the European Parliament	
Duration	**112. What is the minimum/maximum duration of a traineeship?** The minimum duration of a traineeship is six weeks. The duration of a traineeship is limited to five consecutive months for the first contract. It can be renewed for an additional period of up to four consecutive months. The traineeship can also be extended with another Member if both the current and the new Member sign the extension request. This can be done only once as it is also considered to be an extension. No second renewal can be granted.
Age limit	**113. What are the age limits applicable to trainees in the European Parliament?** While trainees in the European Parliament must be aged at least 18, there is no age limit for study visitors. The Quaestors may, in response to a duly substantiated request, grant a derogation from this age limit.
Allowance	**114. Are traineeships remunerated?** The level of the monthly allowance is to be decided freely by the Member, ranging between EUR 822 and EUR 1 348 full-time contracts. With the aim to maintain the purchase power of Members' trainees, the Parliament may adapt the amounts of trainees' monthly allowances on a yearly basis. For part-time contracts, the monthly allowance shall be adapted accordingly on a pro rata basis.
Paying agent	**115. Do I need a paying agent in Brussels or Strasbourg for my trainees in Parliament's premises?** No. The Trainee Outreach and Recruitment Unit takes care of the payroll.

Insurance	**116. What kind of insurance do my trainees need?** Every trainee is covered by health insurance with Allianz (EUR 1.30 per day) and by accident insurance with AXA (EUR 0.10 per day). Both insurance policies are paid for through the Member's parliamentary assistance allowance.
Working time	**117. What are the applicable working hours?** The working hours are those applicable to European Parliament staff. Overtime does not allow trainees the right to compensation or remuneration. 50 % working time traineeships are allowed.
Travel and missions	**118. Are expenses related to travel at the beginning and end of the traineeship reimbursed?** Yes, trainees may receive additional compensation to cover travel costs incurred in taking up their post and returning to their place of usual residence at the end of the traineeship. Compensation is a one-off flat-rate payment of EUR 250 paid with the first salary of the trainee.
	119. Can a trainee at the European Parliament be sent on mission? Yes, in connection with their parliamentary duties and at the request of the Member, trainees may be sent on mission to one of Parliament's three places of work. Please contact the APA Missions Front Desk at [redacted]@europarl.europa.eu to find out more and to ask for mission allowances.
Procedure	**120. What is the procedure for requesting a traineeship in the European Parliament?** The documents listed below must be submitted to the Trainee Outreach and Recruitment Unit, at the front office, by internal mail or by email, no later than one month before the start date requested for the traineeship agreement: - scan of the completed and signed recruitment request; - copy of a valid identity document of the trainee;

	- where required, in the case of nationals of third countries, a copy of a valid visa. In the event of failure to comply with the one-month time limit, the start date shall be deferred.
Study visits	**121. What is the maximum duration of a study visit and how many can one person undertake?** The maximum duration of study visits is six weeks. Only two study visits can be granted to the same person over one legislative term. There must be a period of at least 12 consecutive months between two visits granted to the same person.
	122. How can a study visit participant be paid? Participants in study visits do not receive any allowance of any kind. Upon request of the Member concerned, participants in study visits may be granted compensation proportional to the duration of the visit, in the form of a one-off payment. The total amount of the compensation for the maximum period may not exceed EUR 1 348 (in 2021).
9.2. Trainees in the Member State of election	
Duration	**123. What is the length of a traineeship in the Member State of election?** Unless provisions differ under the applicable national law, traineeships are awarded for a period of between one and five consecutive months. The traineeship may be extended once, for a period of up to four months. The traineeship may not be renewed.
Age limit	**124. What are the age limits applicable to trainees in the Member State of election?** Trainees in the Member State of election must be aged at least 18 on the starting date of the traineeship. In the event that the traineeship is completed as part of a work experience programme integral to their course of study, trainees must be aged at least 14.

Allowance	**125. Are traineeships in the Member State of election remunerated?** Yes, the monthly allowance must not exceed EUR 1 348 for full-time agreements, without prejudice to the applicable national laws. The defrayal of the allowance and any other related costs under the parliamentary assistance allowance will be made through the paying agent. Every Member State has its own tax legislation and trainees must meet their tax obligations.
Working time	**126. What are the applicable working hours?** The weekly hours of work are those provided for under the applicable national law for full-time employment, between Monday and Friday. Part-time traineeships are not allowed in the Member State of election.
Travel and missions	**127. Are expenses related to travel at the beginning and end of the traineeship reimbursed?** Yes, the trainee may receive additional compensation to cover travel costs incurred in taking up their post and returning to their usual place of residence at the end of the traineeship.
	128. May a trainee in the Member State of election be sent on mission? Yes, in connection with their parliamentary duties and at the request of the Member, trainees may be sent on mission to one of Parliament's three places of work or to a place in the Member State of election.
	129. For how long may a trainee be sent on mission? Trainees may be sent on mission for up to 2 days per full month of traineeship. Missions to Strasbourg are awarded for the duration of the parliamentary session (3.5 days). The maximum duration of individual missions is limited to 5 consecutive working days.

	130. Are trainees in the Member States entitled to be reimbursed for travel expenses incurred during missions? Yes, under the conditions laid down by the applicable national law, the trainee is entitled to be reimbursed for travel expenses, including the cost of meals and accommodation incurred during missions undertaken at the request of the Member. Travel expenses shall be reimbursed on presentation of the original copies of supporting documents such as rail tickets and airline tickets with boarding cards. Travel by car shall be reimbursed on the basis of the cost of a second-class rail ticket for the journey or a scale of flat-rate distance-related allowances, in accordance with national rules or practices approved by the tax authorities. The trainee shall be entitled to reasonable reimbursement of actual expenses or to a scale of daily flat-rate allowances in accordance with national rules or practices accepted by the tax authorities. Reimbursement may cover accommodation, meals and sundry expenses, payable after the mission on production of the necessary supporting documents.
	131. Do reimbursement ceilings apply? Yes, reimbursement is limited to the minimum provided for by the applicable national law. During mission travel, the trainee must opt for the most economical and practical forms of transport and accommodation. Travel by air or train inside Europe must be in economy or second class. The trainee must select appropriate and economical hotel accommodation, subject to availability and accessibility. Accommodation must be in standard rooms. Taxis may be used exceptionally and for short distances only, where no public transport is available. A receipt must be produced indicating the actual price and the points of departure and arrival.
Procedure	**132. What is the procedure for requesting a traineeship in the Member State of election?**

	The documents listed below must be submitted to the MEPs' Portal no later than one month before the requested start date for the traineeship agreement: - a request for defrayal signed by the Member, including a copy of the traineeship agreement, duly signed, and the name of the paying agent that will be in charge of managing the agreement; - a declaration signed by the trainee concerning the duty of professional secrecy and discretion; - a copy of a valid identity document of the trainee; - a curriculum vitae; - proof that the trainee has accident and sickness insurance cover, either from their national health service or a private insurer; - documentary proof in relation to specific admission conditions, as provided for under the applicable national law; - where required, in the case of nationals of third countries, a copy of a valid visa. In the event of failure to comply with the one-month time limit, the start date shall be deferred.
Traineeship agreement	**133. What are the traineeship agreement requirements?** Trainees must sign a traineeship agreement with the Member. Throughout their traineeship, trainees shall be under the responsibility of the Member. The traineeship agreement must include: - the name of the local assistant responsible for the trainee when the Member is not present in the Member State of election; - the place of work of the trainee; - a clause stating explicitly that the European Parliament may not be deemed to be a party to the agreement and that it may not be held responsible for any action or omission by any of the parties to the agreement which may lead to a claim for breach of the agreement or any other claim in law or otherwise. Traineeship agreements are administered by the Member's paying agent, who shall ensure that national and European Union law, in particular as regards social security and tax obligations, is properly complied with.

	Traineeship agreements must comply with the applicable national law regarding leave, special leave, sick leave and unjustified absences. Where the traineeship agreement is still in force when a Member ends their term of office, the traineeship agreement shall cease in accordance with the applicable national law. In the absence of specific national provisions, the traineeship shall cease at the end of the month in which the Member's term of office ends.
10. Other	
Publication of names	**134. Are there exceptions from the requirement to publish beneficiaries' names under Article 34(8) of the IMMS?** Yes, the beneficiary concerned may request in writing that his or her name should not be published on the European Parliament's website. The request must contain the reasons why the beneficiary is applying for an exception and be accompanied by appropriate documentation. Exceptions may only be granted on the grounds of protection of the beneficiary's personal safety. Requests in writing should be addressed via the Parliamentary Assistance Unit.
Contact	**135. Where can I obtain further information or submit documentation?** You can get further assistance on this topic by contacting your MEPs' Portal team: at your Front desk in Brussels → SPINELLI 3H352 at your Front desk in Strasbourg → WEISS T02 050 via **e-mail** at [redacted]@ep.europa.eu by phone, **inside the EP** on [redacted] by phone, **outside the EP**: on +32 228 [redacted] orldwide on +33 388 [redacted] from France

V - Members' professional training	
	Members can participate in external language and IT training, subject to certain conditions.
FAQs	**1. What budget is available for language and IT courses?** Reimbursement of tuition fees, including, where appropriate, registration fees, may not exceed an annual amount of EUR 5 000 for external language courses. Within that limit, EUR 1 500 may be used for distance language learning or self-tuition materials. For external IT training, the budget is EUR 1 500, of which EUR 500 may be used for distance IT courses/self-tuition materials.
	2. What can the budget for distance learning or self-tuition materials be spent on? Subscription to online courses or purchase of self-tuition materials (books, CDs, DVDs, etc.). Dictionaries and glossaries are not eligible for reimbursement and computer connections and communication costs (internet connection etc.) are also excluded.
	3. What types of language/IT courses organised outside of Parliament am I allowed to participate in? Members may attend courses provided by an establishment of their choice, provided that the establishment fulfils the criteria set out in Article 1(2) of the Bureau decision of 4 May 2009. Members are allowed to learn any of the languages as stipulated in Articles 5 and 6 of that decision.
	4. Can I attend language classes/IT courses in Brussels, Strasbourg or in my home country? Yes. In the case of both IT and language courses, the only thing that can be reimbursed is tuition. Members may attend language courses in Brussels, Strasbourg or their country of election.

	5. Where can I find the rules regarding language courses, IT courses and the relevant reimbursement forms? The rules and forms are available from Parliament's intranet site: Language training and IT training
	6. What is the procedure for the reimbursement of training expenses? The forms with all supporting documents/evidence can be handed in at the MEPs' Portal.
	7. Where can I get information about external language courses? The MEPs' Portal can handle some general queries regarding language courses, but any specific queries and questions related to the rules and reimbursement procedures should be sent via e-mail to: [redacted]@europarl.europa.eu .
	8. Can I get a list of establishments that meet the criteria for reimbursement? The Members' Professional Training Unit keeps a list of schools that have been used in the past by other Members and meet the criteria for reimbursement.
	9. If I find a school I like, how can I check if it meets the criteria for reimbursement? By submitting the following documents to the Members' Professional Training Unit: - for schools/language training establishments: a recent, valid extract from the National Register of Companies, clearly showing that the main registered activity of the company is linked to education and showing a valid VAT number for the school; - for a freelance/self-employed teacher: a certified copy of the university diploma/degree related to the language taught by the teacher and a recent extract from the National Register of Companies, clearly showing that the main registered activity of the teacher is linked to education. After verification of the above-mentioned documents, compliance or non-compliance of the establishment/freelance teacher can be confirmed.

	10. How and where can I get certified copies of the required documents? - To obtain a certified copy of a document, you must present the original as well as a copy to the competent local authorities of your country (town halls, council headquarters, notaries' offices, etc.). They are responsible for applying a fiscal stamp and/or an official stamp, duly signed, certifying that the copy is in conformity with the original presented; - Certified copies of original documents may also be obtained by presenting the originals and copies to the Members' Professional Training Unit.
	11. May I attend courses to learn any of the official languages of the EU or of candidate countries? Yes, but there is no entitlement to reimbursement of travel costs or accommodation expenses for courses situated outside the European continent (the Canary Islands, the French Overseas Departments and Territories and other territories outside Europe).
	12. May I follow language courses in non-official languages? For courses in non-official languages, prior authorisation from the Quaestor responsible is required and the language must have a direct connection with the Member's official parliamentary duties. If approval is received from the Quaestor, the Member is entitled to reimbursement of tuition fees only, and within the limits of their overall annual budget.
	13. Regarding the reimbursement procedure, what documents must be submitted with the declaration of training expenses**?** - The invoice for the tuition fees and proof of payment; - a certificate of regular attendance issued by the language training establishment; - if not already provided, the documents certifying that the establishment is approved for reimbursement of course fees; - all documentary evidence and proof of payment of travel and accommodation expenses; - a detailed document setting out the programme for distance-learning courses and proof of payment;

	- an official and detailed description of any self-tuition materials purchased (in the case of language workbooks, a photocopy of the front, back and inside cover and proof of payment).
	14. Is the certificate of regular attendance mandatory in order to get a refund of tuition expenses? Yes. The certificate received from the approved establishment must include the following information: - the Member's name; - the type of course taken; - the name of the course teacher; - the total number of hours of tuition attended; - the course dates; - the exact course times (the times at which the classes started and finished on each day of the course, including all breaks/lunch); - the date of issue and the signature of the approved establishment's representative; - the approved establishment's stamp.
	15. Regarding the reimbursement of travel expenses, what am I entitled to? Travel expenses are reimbursed for a maximum of two return journeys per year. The cost of taxi journeys not exceeding 40 km, made on arrival at or departure from the place where the course is held, may be reimbursed. Subsistence expenses are reimbursed on the basis of half the basic allowance, for no more than 20 days of actual tuition per year on condition that the Member presents an invoice for accommodation and proof of payment.
	16. Am I entitled to the reimbursement of travel and subsistence expenses even if the tuition does not comprise the number of hours required under the rules? No. The rules state that the course must comprise at least four hours of teaching per day (240 minutes, excluding breaks/lunch), amounting to a total of at least 20 teaching hours over the whole course. Tuition must take place on consecutive days, with the exception of a weekend or bank holiday. If there is a longer interruption, travel expenses and daily allowances cannot be paid.

	17. If I take language lessons with a self-employed private teacher, am I entitled to be reimbursed for travel and subsistence expenses? Travel and accommodation expenses incurred abroad cannot be reimbursed for courses given by self-employed teachers. In order to be eligible for reimbursement, a Member must attend a course at an approved language school.
	18. What should I do in an election year or the end of my mandate? For the submission of declarations of training expenses, it is recommended that the request for reimbursement, along with all documentation and evidence, be submitted as soon as tuition is finished. The maximum amounts are allocated pro rata between the incumbent and the newly elected Member. Any overpayments must be repaid or recovered.
	19. What is the latest date I can submit my training expenses declaration? Requests for reimbursement must be submitted no later than 31 October of the calendar year following the year in which the language training in question commenced. However, it is recommended that requests for reimbursement, along with all supporting documents and evidence, be submitted as soon as the tuition is complete.
	20. Can I carry over my remaining language training budget at the end of one year to the following year? No. Any funds remaining at the end of a given year cannot be used the following year.
	21. Where do I find my annual statement for language training? Annual statements are available upon request from [redacted]@europarl.europa.eu.
	22. What should I do before I go on a language course abroad? Members are strongly advised to contact the Members' Professional Training Unit ([redacted]@europarl.europa.eu) before booking any external language training, in order to double check whether:

	- the establishment meets the criteria for reimbursement of the course by Parliament; - the course location entitles the Member to reimbursement of travel/payment of half daily allowance; - the course comprises a sufficient number of teaching hours in order for the Member to qualify for reimbursement of travel/payment of half daily allowance; - the language of the course is an official language of the country it is being held in.

VI - General expenditure allowance	
Definition	**1. What is the general expenditure allowance (GEA) used for?** The general expenditure allowance (GEA) is intended to cover costs related to the exercise of the mandate, such as logistical and administrative costs. On 2 July 2018, the Bureau adopted a non-exhaustive list of expenses for which the GEA may be used. Members are kindly invited to contact the MEPs' Portal if they have any doubts about whether a specific expense can be paid from the GEA.
Principles	**2. What principles apply to the use of the GEA?** The use of the GEA must comply with the principles enshrined in the Financial Regulation and the rules of the IMMS, as well as EU law on the financing of political parties (see point 6 of the list of expenses of 2 July 2018). All allowances paid under the IMMS 'shall be reserved exclusively for the funding of activities linked to the exercise of a Member's mandate and may not be used to cover personal expenses or to fund grants or donations of a political nature' (Article 62(1) of the IMMS). In this context, particular attention is drawn to the principle of sound financial management and the prohibition of the financing of political parties or groups at national or EU level.
Formalities	**3. What documentation do I have to submit to apply for the GEA?** You fill in and submit an application form once at the beginning of your mandate to request the payment of the allowance. If you want to change the existing instructions, you must inform the MEPs' Portal by the 10th of the month in order to ensure that the modification takes effect the subsequent month.

Maximum amount	**4. What is the maximum amount which can be claimed?** The maximum monthly amount for 2021 is EUR 4 577. Members whose term of office begins after the 15th day of the month receive only half the allowance for that month. Half the allowance is also payable for a period of three months following the month in which a Member's term of office ends, provided that they have served for at least six months and are not re-elected.
Currency	**5. In which currency is the GEA paid?** The payments are made in euros to a bank account at the Member's place of work, i.e. in their Member State of election or in Brussels. A Member who was elected in a Member State which does not belong to the euro area can request payment in the currency of that Member State. Conversions between the euro and other currencies shall be carried out using the monthly accounting rate for the euro fixed in accordance with the provisions of Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union.
Good practice	**6. Do I have to document my use of the GEA to comply with Parliament's requirements?** The GEA is, in accordance with the IMMS, paid in the form of a lump sum. It is compulsory to use a separate bank account for the management of the GEA and to keep the bank statements. The supporting documents should be kept for the period provided by national law and at least until the end of the parliamentary term. Members are free to document their use of the funds made available by means of the GEA, summarising that use by type of cost or in detail, to have it audited and/or to seek confirmation that they have complied with the provisions of the IMMS, and to have this information published in whole or in part on their personal websites.

	An administrative check as to the proper use of the GEA by the Member should be made only where there is substantively justified and documented evidence of abuse.
	7. Should I use an accounting tool to manage the GEA? It is not mandatory to keep a record of transactions made using the GEA in an accounting tool, but it is advisable to do so in order to facilitate oversight and keep track of available funds.
Transparency	**8. Does Parliament publish information on the use of the GEA by individual Members?** No, Parliament does not publish any information on the use of the GEA by individual Members. However, no legal provisions prevent individual Members from disclosing information on their own use of the GEA, e.g. for reasons of transparency. Some Members publish this information on their websites on an annual basis.
Contact	**9. Whom can I contact if I have questions on the use of the GEA?** You can get further assistance on this topic by contacting your MEPs' Portal team: at your Front desk in Brussels → SPINELLI 3H352 at your Front desk in Strasbourg → WEISS T02 050 via **e-mail** at [redacted]@ep.europa.eu by phone, **inside the EP on** [redacted] by phone, **outside the EP**: on +32 228 [redacted] orldwide on +33 388 [redacted] from France



MEPs' Portal

[redacted]@ep.europa.eu

Tel. +32 2 28 [redacted]

Tel. (from France) +33 3881 [redacted]



MEPs' e-Portal IT Support

[redacted]@ep.europa.eu

Tel. +32 2 28 [redacted]

Brussels

MEPs' PORTAL FRONT DESK **ALTIERO SPINELLI (ASP) 03H352**

OPENING HOURS

Monday	13:00 › 17:30
Tuesday to Thursday	8:30 › 17:30
Friday	8:30 › 13:00
Long Friday	*8:30 › 17:30*

OPENING HOURS DURING STRASBOURG AND WHITE WEEKS

Monday	14:00 › 16:00
Tuesday to Thursday	10:00 › 12:00 and 14:00 › 16:00
Friday	10:00 › 12:00

Strasbourg

MEPs' PORTAL FRONT DESK **LOUISE WEISS (LOW) T02 050**

OPENING HOURS

Monday	15:00 › 18:00
Tuesday to Thursday	8:30 › 18:00

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